

CIA NOTICES 1951

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

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9 April 1952

SUBJECT: Cancellation of CIA Notices.

1. All CIA Notices issued prior to 1 January 1952 are hereby canceled.

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2. Project Review Committee procedures included in CIA Notice [redacted] and the memorandum of 15 May 1951 signed by the Deputy Director of Central Intelligence are superseded by CIA Regulation [redacted] dated 7 April 1952, which is currently being disseminated for inclusion in the CIA Manual.

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3. Requisition procedures contained in CIA Notice [redacted] will be republished in CIA Notice No. [redacted]

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



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WALTER REID WOLF  
Deputy Director  
(Administration)

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

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NOTICE

29 December 1951

SUBJECT: Establishment of the Office of General Services.

1. The Offices of Management Analysis and Administrative Services are hereby abolished, and in their place is set up the Office of General Services, Chief of which is Mr. W. L. Peel.

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2. Under this Office, there will be the two services, i.e., Administrative Service and Organization and Methods Service. Mr. [redacted] will be Chief of the Administrative Service, and [redacted] will be Acting Chief of the Organization and Methods Service.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[redacted]  
WALTER REID WOLF  
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CENTRAL INTELLIGENCE AGENCY  
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NOTICE

17 December 1951

SUBJECT: Time and Attendance Reports for Period ending 22 December 1951

1. The Treasury Department has advised that it will be unable to issue salary checks due employees of the Agency on 4 January 1952 unless applicable payrolls are in the Department for processing at the beginning of business on 23 December 1951. The rolls involved would normally cover the pay period 9-22 December 1951.

2. To attempt meeting the deadline established by the Treasury Department, it is essential that Time and Attendance Reports (Agency Form 34-42) for the period 9-22 December 1951 be ready for delivery to the Payroll Branch, Fiscal Division, (1710 Wing H, Quarters Eye) no later than 1000 hours on 21 December 1951. The Administrative Services courier system will be employed to call at the various administrative offices to effect pick-up and delivery service.

3. Obviously, overtime worked on 22 December 1951 cannot be included on Time and Attendance Reports submitted 21 December. Such overtime should be shown on the Reports for the period commencing 23 December 1951 and be inserted in the extreme upper portion of the first O/T block appearing on the Report form. A statement as to date and inclusive hours of overtime should appear in the Remarks column of the Report.

4. Every effort will be made to insure salary check delivery on 4 January 1952 and personnel of the Fiscal Division will remain on duty 22, 23, 24 December 1951 towards this end. Complete cooperation with respect to the availability of Time and Attendance Reports, as set forth above, is essential to the accomplishment of the task.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

WALTER REID WOLF  
Deputy Director  
(Administration)

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NOTICE



17 December 1951

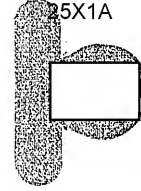
SUBJECT: 1952 Community Chest Campaign

1. For the first time since 1944-45, the Government Unit of the Community Chest Campaign has reached 100 per cent of its quota. CIA employees made a sizable contribution to this Government-wide accomplishment. For the 1951 Campaign, we reported \$18,440; but in the 1952 Chest Campaign, Agency employees contributed \$22,600. This substantial increase reflects much credit on our Agency, and it is a worthy tribute to the generosity of CIA employees. The Community Chest Key People in the various Offices rendered invaluable personal assistance throughout the campaign and deserve special commendation. To all of you, hearty congratulations for unselfish contributions of money and effort.

2. We hope that all who pledged to make their contributions throughout the coming year will do so on the specified dates. All pledges should be turned in to the Agency Headquarters, Room 104, North Building.

3. Again, I would like to extend many congratulations for an outstanding achievement.

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WALTER B. SMITH  
Director

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NOTICE

11 December 1951

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SUBJECT : Fifth Agency Orientation Course

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REFERENCE: CIA

1. The Office of Training will conduct the Fifth Agency Orientation Course in the Department of Agriculture Auditorium (Fifth Wing, South Agriculture Building, Independence Avenue near 14th Street) from 8 through 11 January 1952. The program will begin promptly at 0900 hours and continue to 1200 hours on each of these days. Schedules for the Fifth Course will be sent to each Office for distribution to those nominated to attend. CIA badges must be shown to gain entrance to the auditorium.

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2. In accordance with CIA the following policy governs attendance at the Agency Orientation Courses:

a. Mandatory for all employees, Grade GS-5 and above, who have not attended or completed any previous Agency Orientation Course or TRC Staff Indoctrination Course. Accordingly, Office heads are directed to make their personnel available for one of these quarterly Orientation Courses at the earliest possible occasion.

b. Office heads may nominate fully-cleared employees in grade GS-4 provided such employees are assigned to positions requiring general knowledge of Agency organization and operations.

c. Office heads will submit to the Director of Training, prior to 1200 hours 29 December 1951, the number of employees nominated to attend. If the number of employees nominated exceeds the available facilities, the Director of Training will then allot quotas to each Office. The priority in filling these quotas will be determined by each Office head.

3. a. No arrangements can be made for those attending the course to park in the vicinity of the South Agriculture Building.

b. Special Capital Transit chartered busses will leave the "loop" at the north end of "M" Building at 0830 hours on the mornings of the course to take those persons whose offices are located in North, Central, South, Administration, "Q", "M", and adjacent buildings to the auditorium. They will make a return trip to this point each day at noontime.

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c. Special Capital Transit chartered busses will leave from Gate 9, in the rear of "K" Building, at 0830 hours each morning of the course, to take persons whose offices are located in "L", "K", "I", and "J" Buildings, as well as "Quarters Eye", to the auditorium. They will make a return trip to this point at noontime.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



WALTER REID WOLF  
Deputy Director  
(Administration)

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

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NOTICE

7 December 1951

SUBJECT: Holiday Workweek Schedules

The President has requested that to the extent it is practicable to do so the administrative workweek be adjusted during the weeks in which Christmas Day and New Year's Day occur. Accordingly, the administrative work week of CIA for each of the two weeks beginning 23 December 1951 and ending 5 January 1952 will be from Tuesday through Saturday. Working days during these two weeks will be Wednesday, Thursday, Friday, and Saturday. Where individual employees cannot be spared from duty on days falling outside the adjusted working day schedule, Office heads may establish such tours of duty as are deemed necessary. Employees whose work tours will be from Wednesday through Saturday should be informed that absence on either Saturday, 29 December 1951, or Saturday 5 January 1952, will be charged to annual or sick leave, as appropriate.

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(Deputy Director)  
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NOTICE

5 December 1951

SUBJECT: Time and Attendance Reports.

1. In order to expedite the transmission of Time and Attendance Reports (Form No. 34-42, August 1951) to the Payroll Branch, which is necessary to assure prompt delivery of pay checks, the following changes to the present procedure are placed into effect:

a. Administrative Officers will assemble the previous pay period Time and Attendance Reports prior to 1400 hours the first normal work day of each pay period.

b. The Administrative Services Office courier system (as for check delivery) will be used to obtain the Time and Attendance Reports from each Administrative Officer for delivery to the Finance Office prior to 1600 hours, the first normal workday of each pay period.

c. The block entitled "Telephone", on Form No. 34-42 need not be filled in. However, each Office shall report the name and telephone number of the Senior Time and Attendance Clerk for each of its allotment accounts to the Payroll Branch, Fiscal Division.

d. It is no longer necessary for an employee to initial his Time and Attendance Report for overtime or holiday time worked.

2. Delays in submitting Time and Attendance Reports may be avoided by having employees initial them prior to taking or immediately upon returning to duty from leave.

3. This procedure is intended to provide courier service for the pick-up of Time and Attendance Reports. However, if a courier has not arrived by 1400 hours, the cards should be delivered to the Finance Office immediately by other means.

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WALTER REID WOLF  
Deputy Director  
(Administration)

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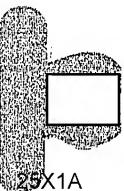


CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

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NOTICE

5 December 1951.



SUBJECT: Regulations in the use of Decorative Material in Government Buildings.

1. The following regulations issued by the General Services Administration, Public Buildings Service, Office of Buildings Management govern the use of decorative material inside Government Buildings. These regulations will apply during the holiday season, social events and any other activities that are held in Government buildings, and where decorative material is used.

a. DECORATIVE MATERIAL (Crepe paper, drapes, sheets, cotton, cardboard, etc.) Only flame-proof materials are to be used wherever decorations are to be used in Government buildings.

b. CHRISTMAS TREES, HOLLY, CORNSTALKS, etc.

A reasonable number of Christmas trees may be placed in buildings of fire-resistive construction and frame buildings provided with automatic sprinkler protection. No trees, except very small ones, are to be permitted in frame buildings without automatic sprinkler protection unless approval is given by the Superintendent or Custodian. These trees should not be kept in buildings for more than seven days. No tree shall in any way interfere with any means of egress. No flammable material or lighted candles shall be used for decorations. Where trees or decorations other than those chemically treated for fire protection are used, the following precautions shall be taken:

(1) Obtain freshly cut trees.

(2) Saw off an an angle at least one inch above the original cut and keep standing in water or moistened earth during the entire time the tree is in the building. At intervals, add water to the jar or tub in which the tree stands to either keep the water or moistened earth above the cut in order to reduce its flammability. This method, when used with fresh trees, reduces the flammability as effectively as most chemicals, according to the Forest Products Laboratories (1947).

(3) Keep trees away from radiators and other heating equipment.

Only sparing amounts of holly, cornstalk, etc., should be used and then only where approved by the Superintendent or Custodian.

c. ELECTRIC LIGHTS. All installations of electric lights on trees or for other decorative purposes must be approved by the Superintendent or Custodian.

d. CANDLES. No lighted candles will be permitted in any building.

2. Area Safety Officers should be notified whenever decorative installations are desired. Area Safety Officers will report all such desired installations to the CIA Safety Officer who will request approval from the GSA through the Building Maintenance and Utilities Division.

3. CIA Guards will report all discrepancies in the use of decorative material to the CIA Safety Officer.

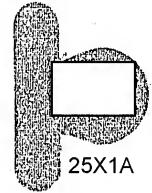
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WALTER REID WOLF  
Deputy Director  
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NOTICE



SUBJECT: Formation of a Marine Corps Reserve Unit.

1. Headquarters, U. S. Marine Corps has advised that a Marine Corps Reserve Unit will be authorized within CIA, provided a minimum of ten (10) reservists desire to participate.

2. A preliminary meeting of CIA Marine Corps Reservists will be held in Room 117, Central Building at 1730, Friday, 14 December 1951, to discuss the formation of this unit.

3. A representative of Marine Corps Headquarters will be present to explain the details concerning Reserve Units.

4. All Marine Corps Reservists are urged to attend this meeting, since activation of a Unit will make it possible for these employees to maintain their active reserve status.

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NOTICE

3 December 1951

SUBJECT: Retroactive Salary Increase for Service in Other Agencies

1. CIA employees who were employed by other U. S. Government agencies in positions under the Federal Classification Act during the period 8 July - 23 October 1951, and who were U. S. Government employees on 24 October 1951, are entitled to retroactive pay increases for such service. Pay adjustments are the responsibility of the employing agency during the period specified above.

2. a. Requirements for determination of eligibility for retroactive pay increases under circumstances indicated above include:

(1) Certification that the individual concerned was employed by the United States Government on 24 October 1951.

(2) Current address of the individual concerned.

b. The CIA Personnel Office is charged with furnishing the information indicated in paragraph 2a above to other Federal agencies in the case of each CIA employee eligible for retroactive increase payments from such agencies. Eligible individuals should contact [redacted], Room 113, North Building, telephone extension 2901, to initiate salary claim action.

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Deputy Director  
(Administration)

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NOTICE  


29 November 1951

SUBJECT: Survey of Federal Civilian and Military Service of Employees.

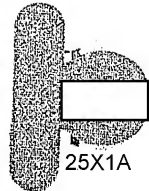
1. Recently enacted legislation, Public Law 233, 82nd Congress, provides for the accrual of annual leave, effective 6 January 1952, on a graduated basis dependent upon the length of combined federal military and civilian service of each civilian employee. In general, the law provides for the accrual of 13 days' annual leave per year for employees during their first three years of service; 20 days' annual leave for employees having three to fifteen years of creditable service; and 26 days' annual leave upon completion of fifteen years of creditable service.

2. In order to expedite the computation of service credit prior to the effective date of the law, each employee whose post of duty or present location is within the metropolitan area of Washington will complete one copy of the "Statement of Federal Civilian and Military Service" and forward it through administrative channels to the Personnel Office, Personnel Division (Overt) or Personnel Division (Covert), as appropriate, prior to 12 December 1951. Blank forms and specific instructions for completing the forms will be provided by the Personnel Office.

3. To obtain required service information on personnel located outside the Washington, D. C., area, the Personnel Office will make individual arrangements with each Office and Staff concerned. Security problems as well as time requirements will be considered in these cases. However, whenever feasible each individual employee will complete and certify the service statement.

4. The Personnel Office will provide the Finance Office with a statement of service credit for each employee covered by the law and for new employees upon their entrance on duty.

5. The Personnel Office will notify individual employees of their total creditable service for leave purposes, only in those cases where an employee is placed in a lower leave category than that indicated by total service claimed. This will occur when periods of service claimed but not creditable are of sufficient duration to affect an employee's leave category.



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6. The above applies only to overt and covert staff employees. Separate instructions will be issued concerning other covert categories of personnel.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



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Deputy Director  
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CENTRAL INTELLIGENCE AGENCY

2430 E STREET NW.

WASHINGTON 25, D. C.

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NOTICE

27 November 1951

SUBJECT: Increase in Basic Rates of Compensation, Retroactive Pay

1. On 21 November 1951, the Comptroller General of the United States rendered an opinion asserting that the Central Intelligence Agency does not have legal authority to make pay increases retroactive in the manner provided for classified agencies in the amendment to the Classification Act recently passed by the Congress. The ruling is based on the ground that retroactive payments must be specifically authorized by the Congress. Those agencies exempted from the Classification Act were not given such specific authority, even though they have used the Act as a guide in the administration and payment of their employees.

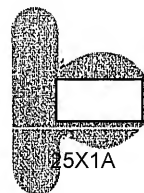
2. As the Comptroller General is the final authority in the matter of expenditures in the Executive Branch of the Government, his ruling must be complied with by the Agency. However, salaries have been increased in accordance with the provisions of the Classification Act beginning with the effective date of that Act on 24 October 1951. The pay checks issued on 23 November have already reflected the increase for the period they represent. An adjustment for the extra days between the 24th and 28th of October will be made in the near future.

3. The Agency meanwhile will coordinate with other agencies, such as the Atomic Energy Commission and the Bureau of Census, in requesting the Congress when it reconvenes in January to make an equitable adjustment for all those employees who are paid in accordance with the Classification Act but who, under the Comptroller General's rulings, were ineligible for retroactive increases.



WALTER B. SMITH  
Director

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CENTRAL INTELLIGENCE AGENCY  
Washington, D.C.

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NOTICE  


27 November 1951

SUBJECT: Participation in the Blood Donor Program

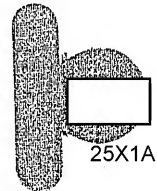
1. Government employees have responded admirably to our nation's dire need for blood donations. It is a pleasure to report that the number of CIA blood donors has increased steadily in the past few months. I am sure the employees of this Agency can be relied upon for even greater future participation in the Red Cross Blood Donor Program. Those employees who already have contributed blood (as well as the large number who surely will contribute in the coming months) deserve special commendation for their personal generosity in this time of need.

2. To facilitate and enhance employee participation in the Blood Donor Program, a Red Cross Blood Mobile unit, including its group of attendants, has been scheduled for this Agency on 10 December 1951. As you probably know, use of a mobile unit enables the Red Cross to transport its equipment and set up temporary "blood centers" in locations convenient to large numbers of donors. These temporary "blood centers" are operated exclusively by Red Cross professional and lay personnel. Prior security clearance will be obtained for all Red Cross attendants employed at our "blood center."

3. Agency use of a Blood Mobile unit will make it unnecessary for our employees to travel to the local Red Cross Headquarters in order to donate blood. In addition to being convenient for employees, this arrangement is particularly desirable from a security standpoint. The only record which the Red Cross will maintain for each CIA blood donor will be the regular Donor Registration Card which will contain the registration number and other pertinent medical data, but will not include the employee's name, address, telephone number, occupation or employing Agency. The donor's registration number will be entered opposite his signature on a roster to be retained in the Agency.

4. On 10 December 1951, the temporary "blood center" will be located in Building "J" and will serve CIA employees working in that general area. Selected Keymen will contact Agency employees in order to schedule volunteer donors for 10 December and compile lists of prospective donors. Future use of the Red Cross Blood Mobile will be dependent upon employee response to the Blood Donor Program.

5. Inasmuch as the campaign for blood donations is a continuing Agency responsibility, it is suggested that each Office appoint a permanent chairman to direct this "life-saving" activity in the respective Offices.



Names of the chairmen should be reported to the Personnel Relations Branch, Room 104, North Building, Extension 2144.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

WALTER REID WOLF  
Deputy Director  
(Administration)

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

NOTICE

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15 November 1951

SUBJECT: Awards from Foreign Governments

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REFERENCE: CIA

1. Your attention is directed to Paragraph A of the Reference which requires the following action:

"Any employee tendered a gift, decoration, award or any other thing by a foreign government while employed by CIA will immediately prepare a report of such for transmittal through his Office head to the Assistant Deputy (Inspection and Security)."

2. It is requested that any reports referred to therein not previously submitted be forwarded to the Assistant Deputy (Inspection and Security) not later than 3 December 1951.

3. Where applicable, negative reports are desired.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



WALTER REID WOLF  
Deputy Director  
(Administration)

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

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NOTICE

6 November 1951

SUBJECT: Increase in Basic Rates of Compensation

1. On 24 October 1951 the President approved an amendment to the Classification Act (Public Law 201, 82d Congress) which provides for increases in the basic rates of compensation of certain officers and employees of the Federal Government effective on 8 July 1951. Salary increases will be granted ranging from \$300 to \$800 in accordance with the schedule of increases approved in that law for classified employees of the Agency. These increases do not apply to ungraded employees. The increases will be effective as of 24 October 1951, but for administrative reasons the salary checks to be delivered on 23 November 1951 will reflect increases for the pay period beginning 28 October 1951. The increases for the intervening days will be adjusted at a later date.

2. However, the General Accounting Office has informally advised that since CIA and certain other agencies are exempted from the provisions of the Classification Act, the legal authority of these agencies to pay the retroactive portion of the pay increases for the period 8 July 1951 through 23 October 1951 is in question.

3. In the belief that the Agency has the necessary authority, we are strongly asserting the right to make the retroactive payments and are asking for decision by the Comptroller General at the earliest opportunity. When it is received, an appropriate notice will be issued.

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WALTER B. SMITH  
Director

Distribution: No. 5

CENTRAL INTELLIGENCE AGENCY

2430 E STREET NW.  
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NOTICE

6 November 1951

SUBJECT: 1952 Community Chest Campaign

1. The current Community Chest Drive for CIA will end 15 November 1951. In order to comply with campaign schedules, it is imperative that Keymen in the various offices turn in all money and pledges on or before that date to the Personnel Relations Branch, Room 104, North Building.

2. It is hoped that all employees will contribute to this organization which includes so many worthy charities. CIA personnel have given generously in the past, and since the 1952 drive includes a large, new member--the USO (United Defense Fund) -- the need is even greater than in former years.

3. Those employees who have already made their Community Chest contributions are to be strongly commended for their excellent response to this charitable appeal. All Federal employees have a direct responsibility in this fund-raising campaign.

4. Each Administrative Officer will be furnished a copy of the Agency campaign results, including a breakdown of the various contributing groups. Any employee who may be interested in comparing the campaign results of his Office with other CIA Offices, should check with his Administrative Officer.

5. REMEMBER - 15 November 1951! LET'S MAKE IT A RED LETTER DAY FOR THE RED FEATHER CAMPAIGN!

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

WALTER REID WOLF  
Deputy Director  
(Administration)

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CENTRAL INTELLIGENCE AGENCY  
Washington, D.C.

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NOTICE

29 October 1951

SUBJECT: Attendance at Ceremonies in Honor of Their Royal Highnesses the Princess Elizabeth, Duchess of Edinburgh, and the Duke of Edinburgh.

1. The following memorandum from the White House, dated 26 October 1951 is quoted below for your information:

"THE WHITE HOUSE

Washington

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

Their Royal Highnesses the Princess Elizabeth, Duchess of Edinburgh, and the Duke of Edinburgh will arrive in Washington on October thirty-first.

Their Royal Highnesses will reach the Military Air Transport Service Terminal, National Airport, at 4:00 p.m. Wednesday, October thirty-first, where there will be a brief ceremony. After crossing the Memorial Bridge and rounding the Lincoln Memorial, the party will proceed along Twenty-third Street to Constitution Avenue, east on Constitution Avenue to Fifteenth Street, north on Fifteenth Street to Pennsylvania Avenue and west on Pennsylvania Avenue to Blair House.

It is desired that as many Government employees as possible extend their greetings to Princess Elizabeth and the Duke of Edinburgh. President Truman has indicated that the Heads of the Departments and Agencies shall excuse from work those employees in Washington whose services can be spared, without charge to annual leave, for such time as is required to greet Their Royal Highnesses on October thirty-first.

/s/ DONALD S. DAWSON  
Administrative Assistant  
to the President"

2. All employees whose services can be spared without unduly impairing the operations of the Office concerned may be excused for such time as is required for the accomplishment of this purpose.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

WALTER REID WOLF  
Deputy Director  
(Administration)

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26 October 1951

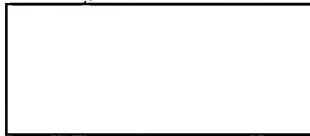
SUBJECT: List of CIA Regulations

1. Attached hereto is a list of CIA Regulations in effect as of 26 October 1951.

2. This list is furnished in order to facilitate the maintenance of CIA Manuals on a current basis. Pages bearing no date were effective 1 April 1951 and are indicated as such on the attached list.

3. Beginning 1 December 1951 a notice will be issued monthly listing changes in the Manual which have been published during the preceding month.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:-



WALTER REID WOLF  
Deputy Director  
(Administration)

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NOTICE

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23 October 1951

SUBJECT: Additional Marking of Classified Documents

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1. Reference is made to Agency [redacted], signed by the Director of Central Intelligence, on the subject of classified security information.
2. Any classified document, paper or other classified material originating in the Agency after 25 October 1951, will be stamped or marked with the words "SECURITY INFORMATION" in addition to the usual security designations of TOP SECRET, SECRET, CONFIDENTIAL or RESTRICTED.
3. Regardless of date of origin, any CIA classified document, paper or other classified material which is to be distributed outside the Agency after 25 October 1951, will be marked or stamped with the words "SECURITY INFORMATION" in addition to the usual security designations of TOP SECRET, SECRET, CONFIDENTIAL or RESTRICTED.
4. The words "SECURITY INFORMATION" will be printed, stamped or otherwise marked at least once on each classified document or other classified material. When practicable, the words "SECURITY INFORMATION" should be placed immediately below the classification designation of TOP SECRET, SECRET, CONFIDENTIAL or RESTRICTED appearing at the top of each classified document. "SECURITY INFORMATION" markings normally should be smaller in size than the usual security marking, but should harmonize in color and placement.
5. The use of any of the four security classifications, TOP SECRET, SECRET, CONFIDENTIAL or RESTRICTED, combined with the identification "SECURITY INFORMATION", shall be strictly limited to official information which requires safeguarding in the interest of the security of the United States.
6. "SECURITY INFORMATION" stamps may be procured from Building Supply Rooms or Departmental Warehouse. If these stamps are not available by 25 October, a printed or typewritten designation shall be used.
7. Questions concerning the marking, printing, and other related questions in this connection, should be made to the Security Office, Extension 692.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[redacted]  
WALTER REID WOLF  
Deputy Director  
(Administration)

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

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NOTICE

23 October 1951

SUBJECT: Classified Security Information

The President has issued an Executive Order establishing minimum standards for the classification, transmission and handling of classified information in the Executive Branch of the Government.

Copies of this Executive Order will be distributed at an early date. While by necessity the CIA Security Regulations require standards generally higher than those prescribed therein, I desire to bring to the attention of every employee that the principles and intent of this Order must be faithfully carried out.

Certain modifications in our procedures will be required and will be incorporated in changes in our Regulations. The most important of these changes are:

- (1) The designation or marking of "SECURITY INFORMATION" which must be applied to all documents or material the safeguarding of which is necessary in the interest of national security.
- (2) More precise measures to insure that administrative information of the Central Intelligence Agency which does not indicate intelligence sources and methods is not designated as "SECURITY INFORMATION."
- (3) Stricter control by all senior officials to avoid overclassification and to insure prompt declassification when appropriate.

The CIA Security Officer, through the Deputy Director (Administration), has been instructed to control and guide all concerned in the implementation of this program throughout the Agency, to make a survey of the classification and declassification procedure now in effect, and to prepare necessary changes in regulations and procedures.

WALTER B. SMITH  
Director

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

## NOTICE

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22 October 1951

SUBJECT: Personnel Exit-Interviewing

1. Between 1 January and 1 October, this year, [ ] employees terminated their services with the Agency. Of this number, approximately [ ] left for causes that could possibly have been prevented. This rate of employee turnover reflects a management problem requiring the attention of every supervisory official. Preventable turnover of competent personnel represents waste. In addition to the tremendous financial cost, this loss of employee knowledge, skills, and training background has more than usual significance in CIA. Recruitment handicaps, time-consuming pre-appointment processing, and the limited effectiveness of new employees pending full orientation and indoctrination are factors which call for special efforts to retain employees whose performance is satisfactory. In addition, the existence of an expanding group of former employees who have a knowledge of the Agency's organizational structure, functions, projects, and personalities, poses a security problem of major proportions.

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2. The experience of CIA, of other governmental organizations, and of private industry, has established the value of an exit interview program in reducing the volume of employee separations. The exit interview is one which takes place between a representative of the Personnel Office (generally an employee counselor) and an employee as soon as possible after the employee tells his supervisor that he is dissatisfied, that he intends to leave, or to transfer from his present work, or when a supervisor decides to institute separation action against an employee. Exit interviewing primarily aims to ascertain the actual reasons prompting employees to contemplate resignation, and to retain the services of competent employees if a satisfactory solution of their grievances or problems may be found. Operating along these lines, the exit interview is actually a pre-exit interview in the sense that it must be conducted before the employee completes plans to leave, in order to serve the purpose for which the interview is designed. It is not intended to be a substitute for the supervisor's responsibility for inducing his employees not to leave or for maintaining conditions which keep turnover low. It is intended to provide additional assistance after supervision has done its utmost toward retaining a satisfactory employee.

3. The effectiveness of exit interviewing is largely dependent upon how soon it can be conducted after the employee makes known his dissatisfaction or his intention to resign. Accordingly, it is most important that the employee who announces his intention to leave the Agency, or who has unresolved grievances which may result in his leaving, be referred by his supervisor to the Personnel Relations Branch, Room 104, North Building, telephone extension 2144, immediately after the supervisor has determined

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that he cannot induce the employee to change his decision, or has not otherwise been able to effect an adjustment of the employee's grievance. The alert action of supervisors in making such referrals will contribute a good deal to lessened turnover.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



WALTER REID WOLF  
Deputy Director  
(Administration)

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

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NOTICE

25 September 1951

SUBJECT: Building Services

1. This Agency has been advised by the Public Buildings Service, General Services Administration, that substantial reductions in appropriation funds for the fiscal year 1952 will result in lower performance levels of services furnished by the PBS.

2. The operational plan has been established and includes the following:

A. Cleaning Operations

1. Room cleaning

This operation will be performed on alternate nights. Waste paper and trash will be collected nightly. Ash trays will be cleaned nightly.

2. Toilet Rooms

No change in the frequency or the extent of the present operations.

3. Window Washing

Window washing will be performed 3 times a year.

4. Painters

Reduction will be made in the painting activities to the extent that the painting of space will be restricted generally to that required for urgent preservation only.

5. Tenant changes

Tenant change work will be performed only in the most urgent and vital cases.

3. In view of the drastic curtailment of PBS services, CIA employees are urged to maintain good housekeeping practices. Alterations and painting will be authorized only when absolutely necessary.

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Deputy Director  
(Administration)

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NOTICE  
[REDACTED]

2 October 1951

SUBJECT: Safety Notes

1. This is the first of a series of safety bulletins which will be issued periodically, bringing to the attention of all employees various hazardous conditions and practices which have been observed by the CIA Safety Officer. Corrective action should be taken on the items cited in each bulletin. The issuance of each new bulletin should serve also as an additional opportunity for recommending safe practices to all personnel.

USE OF HOT PLATES

2. The use of improperly installed hot plates and coffee makers is prevalent throughout the Agency and constitutes a definite fire hazard, particularly in the temporary buildings.

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3. CIA [REDACTED] Section F, outlines the general conditions under which such appliances may be used. More specific instructions are listed in Chapter II, Section (9), of the [REDACTED]

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4. Any coffee makers or hot plates which are not installed in accordance with the regulation listed above and do not have the approval of Administrative Services are subject to removal.

UNSAFE WEIGHT LOADS ON FLOORS

5. CIA occupies a number of temporary frame buildings. The hazard of overloading the floors of these buildings is ever-present, and it is of utmost importance that the placing of any concentrated weight loads within the temporary buildings be done under proper supervision.

6. Personnel, especially in these temporary buildings, should be cognizant of the danger of floor overloading caused by placing safes indiscriminately about a room. When the slightest doubt arises over the propriety of placing additional weight in any area, assistance should be requested from the Building Maintenance and Utility Division of Administrative Services.

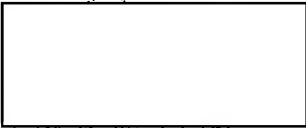
GOOD HOUSEKEEPING AND SAFETY CONSCIOUSNESS

7. Constant good housekeeping is one of the most effective preventive measures which can be taken against safety hazards. By preventing the accumulation of trash blocking the aisles and exits, and by reporting promptly the existence of any safety hazards, the chance of injury to personnel and destruction of government property can be reduced considerably.

8. All employees are urged to become increasingly safety conscious and to make frequent reference to the CIA Safety Manual.

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WALTER REID WOLF  
Deputy Director  
(Administration)

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

NOTICE

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17 September 1951

SUBJECT: Orientation and Indoctrination Course

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REFERENCE: CIA

1. The Office of Training will conduct the Fourth Class of the Agency Orientation and Indoctrination Course in the Department of Agriculture Auditorium (Fifth Wing, South Agriculture Building, Independence Avenue near 14th Street) from 2 through 5 October 1951. The program will begin promptly at 0900 hours and continue through 1200 hours on each of these days. (Schedules for the Fourth Class will be distributed to those nominated to attend.) CIA badges must be shown to gain entrance to the auditorium.

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2. In accordance with CIA [redacted], the following policy governs attendance at the Fourth Class:

a. Mandatory for all fully-cleared CIA employees grade GS-5 and above who have joined the Agency since the last course was offered (12 June 1951), and for those fully-cleared employees GS-5 and above who have entered on duty with the Agency since 1 October 1950 who were either excused from the previous classes or, for some reason, failed to complete one of them. (OPC and OSO employees, grade GS-5 and GS-6, who have attended the TRC Staff Indoctrination Course are excepted. Persons in this category may attend if nominated by their Assistant Director.)

b. Office heads (Assistant Directors and Chiefs of Administrative Offices) may nominate fully-cleared employees in grade GS-4 who have entered on duty since 1 October 1950, provided such employees are assigned to positions requiring general knowledge of Agency organization and operations.

c. Office heads may nominate personnel, grade GS-4 and above, employed prior to 1 October 1950. Selections from this category will be based on available facilities.

d. Requests for excusing personnel indicated in paragraph 2a, above, from attendance at the Fourth Class must be submitted by Office heads to the Director of Training with justification in each case.

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e. Office heads will submit to the Director of Training (Room 224 Central Building, Ext. 3601) prior to 1200 hours 27 September 1951, the number of employees nominated to attend from each category, 2a through 2c, above.


3. a. No arrangements can be made for those attending the course to park in the vicinity of the South Agriculture Building.

b. Special Capital Transit chartered busses will leave the "loop" at the north end of "M" Building at 0830 hours on the mornings of the course, to take those persons, whose offices are located in North, Central, South, Administration, "Q", "M", and adjacent buildings, to the auditorium. They will make a return trip to this point each day at noon time.

c. Special Capital Transit chartered busses will leave from Gate 9 in the rear of "K" Building at 0830 hours each morning of the course, to take persons whose offices are located in "L", "K", and adjacent buildings to the auditorium. They will make a return trip to this point at noon time.

d. Employees attending the course whose offices are located in other buildings will use the regular shuttle service.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

  
WALTER REID WOLF  
Deputy Director  
(Administration)

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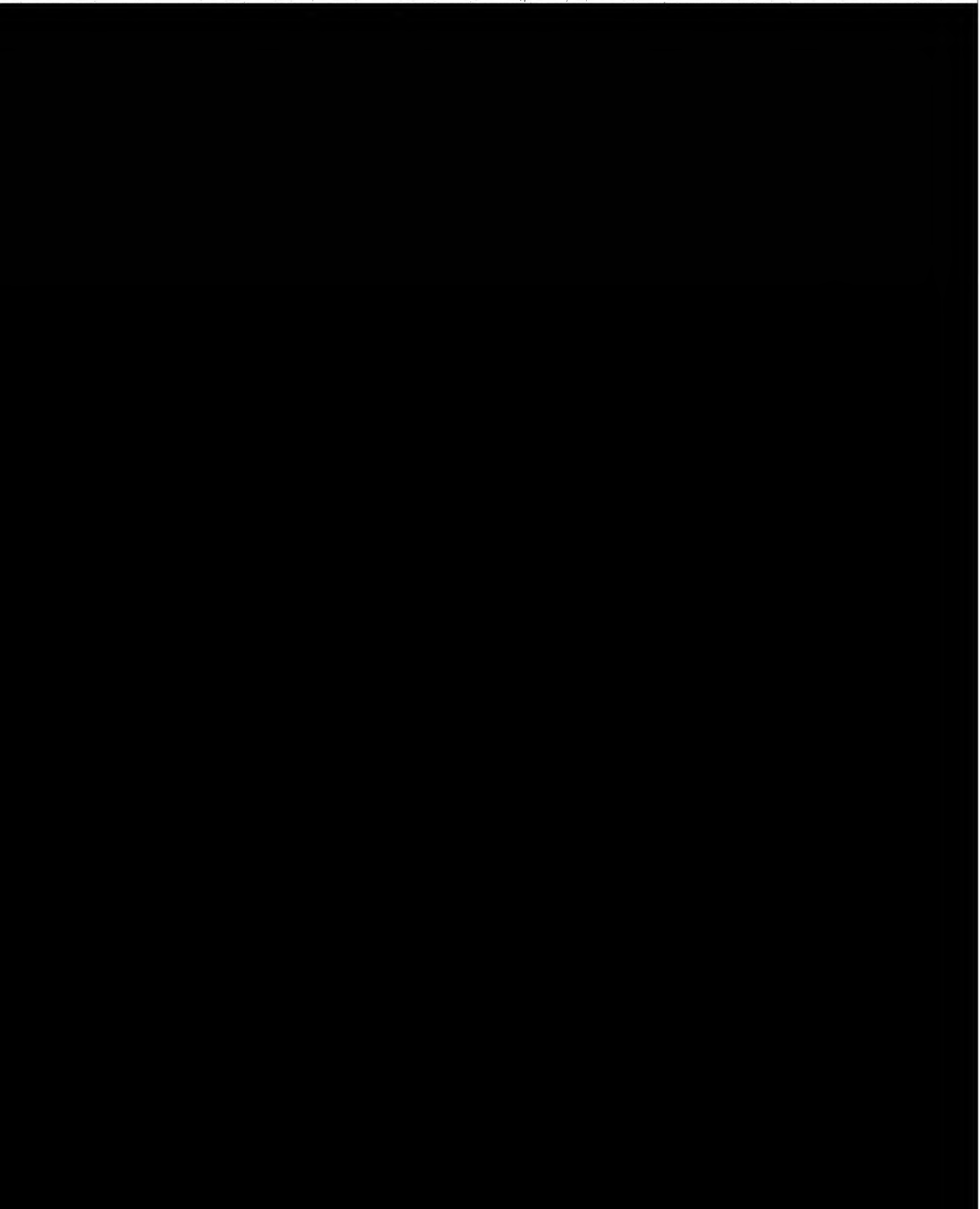
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APPENDIX I

## 02 TRAVEL

Schedule of Estimated Rates

From	To	One Way	Round Trip
Washington	<u>Domestic:</u>		
"	New York	\$20	\$40
"	Boston	35	65
"	South	75	150
"	East Coast	25	50
"	Mid-West	50	120
"	West Coast	175	350
	<u>Foreign:</u>		
"	South America	600	1,150
"	Europe	475	1,000
"	Middle East	700	1,400
"	Far East	1,000	2,000

Schedule includes average costs of transportation and per diem, etc.

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE

18 September 1951

SUBJECT: Procedure for Establishment and Maintenance of Personnel Information File.

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1. The Machine Records Branch, Administrative Services Office, will establish by Machine Methods a Personnel Information File which will consist of a Personnel Information Card (Form No. 37-6, May 1951) for each CIA headquarters employee and will deliver to Office heads, cards for employees under their jurisdiction. The cards will contain, in clear text, the employee's:

- (a) Name
- (b) Office phone number
- (c) Home phone number
- (d) Office designation
- (e) Office address
- (f) Home address

2. Upon receipt of the original group of cards, designated personnel in each Office will:

- (a) Check the file to determine whether a card is included for each employee and complete all items in the change portion of a blank card for each individual not included in the file. This group of cards will be labeled "New Cards".
- (b) Remove cards erroneously included in the file and note on each card in the space for remarks: "Not Applicable". This group of cards will be labeled "Not Applicable".
- (c) Obtain verification of information on each remaining card from the named employee and enter any correction in the appropriate space in the "Changes" section of the card. Cards requiring corrections will be placed in a group labeled "Changes".
- (d) Forward the cards labeled "New", "Not Applicable", and "Changes" through the appropriate Office channel to the Machine Records Branch.
- (e) Retain remaining cards for the Office Personnel Information File.

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3. The Machine Records Branch will, upon receipt of cards labeled "Now", "Not Applicable", and "Changes" make the necessary corrections, and forward cards to the Offices concerned. Each Office will maintain its Personnel Information File in a manner which will provide for a bi-weekly verification thereof, normally on pay day.

4. The following procedures are established for changes and additions to Personnel Files:

- (a) Designated personnel will withdraw from the Office Personnel Information File those cards affected by a change, after which the type of change, reporting date, item(s) affected by the change, and an indication as to whether the employee is to be included in the telephone directory will be entered after the appropriate headings on the card. A new card will be prepared for each new employee.
- (b) The "remarks" portion of the Personnel Information Card will be used primarily to explain the following actions:
  - (1) Name Change: Briefly explain the reason for this type of change.
  - (2) Transferees within or between offices, including transferees from vouchered to unvouchered funds: Enter the Office to which the employee is transferred and date the employee is physically transferred.
  - (3) Resignations: Enter "Resigned".
- (c) Forward new cards and cards requiring correction through the proper Office channel to the Machine Records Branch.

5. The Machine Records Branch, upon the receipt of Personnel Information Cards will, when appropriate, process new cards, forward them to appropriate Offices, and notify all components of the Agency of changes with which they are concerned.

6. Appropriate portions of this Notice will be incorporated in the  at a later date.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

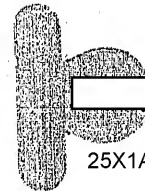
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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A NOTICE

20 August 1951

SUBJECT: Effective EOD date for New Overseas Appointees.

1. When an individual is appointed from his home in the United States, at a point outside the metropolitan area of Washington, D. C., for duty abroad, the effective date of entrance on duty will be the day the appointee departs from his home. Time spent in a travel status from date of entrance on duty until time of reporting for duty in Washington, which is in excess of that reasonably required, shall be considered as excess travel time and charged as leave without pay.

25X1A 2. The above paragraph will be incorporated in CIA Regulation in the near future.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

WALTER REID WOLF  
Deputy Director  
(Administration)

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NOTICE

16 August 1951

SUBJECT: Red Cross Aid for Flood Disaster Victims.

1. President Truman has issued a strong appeal to the people residing in other parts of the country to aid victims of the disastrous floods in the Middle West, and has asked the American Red Cross to take the leadership in raising additional money and providing personnel for relief and rehabilitation of the stricken area.

2. The American Red Cross is therefore undertaking to raise \$5,000,000 to aid in this tremendous task. The quota for the metropolitan area of Washington, D. C. is \$68,000.

3. It is urged that every employee donate according to his own financial situation. Keymen in each Office will contact employees for voluntary contributions.

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

NOTICE

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8 August 1951

SUBJECT: Return to Duty from Sick Leave

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REFERENCES: CIA  
CIA

1. The provisions of referenced regulations are being generally overlooked when employees return to duty from sick leave.

2. Provisions of these regulations requiring report in person or by telephone to the Medical Office upon return to duty from sick leave should be brought to the attention of all employees.

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Deputy Director  
(Administration)

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

NOTICE

25X1A

30 July 1951

SUBJECT: Emergency Medical Treatment

1. Emergency medical treatment for injuries suffered in line of duty or for any medical emergency for CIA employees (and PBA personnel assigned to duty within the CIA area), including all ambulance service, will be obtained during 0830 hours to 1700 hours on normal workdays by calling Extension 2300, 2286 or 2595.

2. All CIA employees (and PBA personnel assigned to duty within the CIA area) requiring emergency medical treatment for injuries or medical emergency suffered in line of duty during hours other than indicated in paragraph 1, above, may obtain such at the Providence Hospital, 2nd and D Streets, S. E. Form CA-16 is required and should be completed prior to reporting to the hospital or as soon thereafter as possible. All building guards maintain a supply of this form.

3. During hours other than indicated in paragraph 1, above, emergency ambulance service for all CIA employees (and PBA personnel assigned to duty within the CIA area) suffering from illness or injury incurred while on Government duty or while on Government premises is to be summoned as follows:

a. For personnel INJURED while on duty in Washington or immediate vicinity, call:

ME. 3900 - Emergency Ambulance Service, Inc.

b. For personnel suffering from ILLNESS while on duty, call:

Washington: HO-3322 (Ambulance Services)  
Arlington: OX-2900 (Arlington County Rescue Squad)  
Suitland: UN-1122 (Ambulance, Prince Georges County)  
Bethesda: WI-1000 (Bethesda-Chevy Chase Rescue Squad)  
Alexandria: AL-5100 (Alexandria Rescue Squad)

c. For personnel either injured or suffering from illness while NOT on duty (but on Government premises), or for persons other than Government employees, call as indicated in paragraph b, immediately above.

d. In all line of duty emergencies, the caller must indicate that the request is for a compensation case.

4. In cases of extreme emergency, any ambulance (or rescue squad) and hospital may be called.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



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Acting Deputy Director  
(Administration)

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

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NOTICE  


25 July 1951

SUBJECT: Protection and Utilization of Government Property.

1. In order to minimize losses resulting from damage to Government property and to effect adequate utilization of such property, supervisory personnel will ensure that:

- (a) Office machines are used only on proper stands or the typing pedestal of a typist desk. They should not be placed on top of filing cabinets or on the floor where they may be easily damaged.
- (b) Care is exercised to prevent damage in the movement of office machines and other property from one location to another.
- (c) Defective furniture and equipment is promptly reported to the Procurement Office, Supply Division, Ext. 756, in order that repair or replacement may be effected.
- (d) Office machines are kept covered when not in use to prevent damage by accumulation of dust and other abrasives. Additional covers may be requisitioned from stock.
- (e) Machines and other items of equipment in excess of needs are returned to stock.

2. Requests for executive furnishings must be forwarded to the Chief of Procurement for approval before issuance. Normally, executive furnishings will be supplied only to Assistant Directors, Office heads and their Deputies.

3. Items of office furniture and equipment will be replaced only when it is determined that such replacement is essential for the efficient and economical performance of the functions of the Agency and when it is determined that satisfactory repair cannot be accomplished.

4. The Procurement Office is responsible for conducting periodic surveys, in addition to requirements set forth above, to determine that Government property is being adequately protected and utilized.

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5. Appropriate portions of this Notice will be incorporated in the 110 Series of the CIA Manual at a later date.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



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Deputy Director  
(Administration)

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## STANDARD FORMS STOCKED IN CIA

## FORM NO.

## TITLE

SF2	Lease
SF3a	Continuation Sheet for Schedule of Obligations
SF14	Telegram (7"x8")
SF14	Telegram (8"x10 $\frac{1}{2}$ ")
SF19	Bond of Indemnity
SF22	Instructions to Bidders
SF23	Contract - Construction
SF24	Bid Bond
SF25	Performance Bond
SF25a	Payment Bond
SF26	Driver's Report - Accident
SF26	Award - Supply Contract
SF27	Investigation Officer's Report - Accident
SF27a	Payment Bond
SF27b	Payment Bond - Continuation Sheet
SF28	Claim for Damages - Accident Motor Transportation
SF28	Claim for Damages (White)
SF30	Invitation and Bid - Supply Contract
SF31	Schedule - Supply Contract
SF32	General Provisions - Supply Contract
SF33	Invitation, Bid and Award - Supply Contract
SF34	Annual Bid Bond
SF35	Annual Performance Bond
SF36	Continuation Sheet
SF39	Request for Certification
SF40	Contract for Telephone Service
SF50	Notification of Personnel Action
SF51	Report of Efficiency Rating
SF57	Application for Federal Employment
SF58	Continuation Sheet for SF57
SF61	Oath of Office, Affidavit
SF66	Inquiry Regarding Status, Veteran Preference, and/or Service
SF68	Notice of Official Efficiency Rating
SF71	Application for Leave
SF75	Position Description
SF75a	Guide to Position Classifiers, Employers, Supervisors for the Preparation of Position Descriptions
SF78	Certificate of Medical Examination
SF88	Report of Medical Examination
SF89	Report of Medical History
SF102	Application for Refund of Retirement Deductions
SF103	Application for Service Credit
SF105	Obligations, Benefits and Privileges of Membership in the United States Civil Service Retirement System
SF113	Monthly Report of Federal Civilian Employment
SF113a	Quarterly Report of Federal Civilian Employment

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SF119 Contractor's Statement of Contingent or Other Fees for  
Soliciting or Securing Contract.  
 SF514c Serology  
 SF519a Radiographic Report  
 SF1012 Voucher for Per Diem and/or Reimbursement of Expenses Incident  
to Official Travel  
 SF1012a Voucher for Per Diem and/or Reimbursement of Expenses Incident  
to Official Travel - Memorandum  
 SF1012b Schedule of Expenses and Itinerary of Traveler  
 SF1012c Voucher for Per Diem and/or Reimbursement of Expenses Incident  
to Official Travel - Continuation Sheet  
 SF1012d Receipt for Cash - Subvoucher  
 SF1014a General Ledger  
 SF1015a Allotment Ledger  
 SF1015b Allotment Ledger - Copy  
 SF1016 Distribution Ledger  
 SF1017g Journal Voucher  
 SF1034 Public Voucher for Purchases and Services Other Than Personal  
 SF1034a Public Voucher for Purchases and Services Other Than Personal -  
Memorandum  
 SF1035 Public Voucher for Purchases and Services Other Than Personal -  
Continuation Sheet  
 SF1035a Public Voucher for Purchases and Services Other Than Personal -  
Continuation Sheet  
 SF1036 Statement and Certificate of Award  
 SF1038 Application for Advance of Funds for Travel Expenses  
 SF1044 Schedule of Collections  
 SF1046 Schedule of Transfers - Special Deposits  
 SF1048 Public Voucher for Refunds - Memorandum  
 SF1049 Public Voucher for Refunds  
 SF1050 Public Voucher for Refunds - Memorandum  
 SF1055 Application for Payment of Amounts Due Deceased or Incompetent  
Civilian Employees, Officers and Enlisted Men in the Military  
Service, and Public Creditors of the United States  
 SF1067 Public Voucher for Transportation of Passengers  
 SF1067a Public Voucher for Transportation of Passengers  
 SF1067b Public Voucher for Transportation of Passengers  
 SF1067c Public Voucher for Transportation of Passengers  
 SF1069 Voucher for Allowances at Foreign Posts of Duty  
 SF1069a Voucher for Allowances at Foreign Posts of Duty - Memorandum  
 SF1070 Schedule for Retirement and Disability Fund Credits  
 SF1080 Voucher for Transfers between Appropriations and/or Funds  
 SF1080a Voucher for Transfers between Appropriations and/or Funds -  
Memorandum (Disbursement)  
 SF1080b Voucher for Transfers between Appropriations and/or Funds -  
Blue (Collection)  
 SF1080c Voucher for Transfers between Appropriations and/or Funds -  
Green (Collection)  
 SF1081 Schedule or Voucher of Withdrawals and Credits between Appropria-  
tion and/or Funds  
 SF1095 Summary Statement of Disbursement and Collections by Appropria-  
tion Limitations

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## STANDARD FORMS STOCKED IN CIA

FORM NO.	TITLE
SF2	Lease
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SF119 Contractor's Statement of Contingent or Other Fees for  
Soliciting or Securing Contract.

SF514c Serology

SF519a Radiographic Report

SF1012 Voucher for Per Diem and/or Reimbursement of Expenses Incident  
to Official Travel

SF1012a Voucher for Per Diem and/or Reimbursement of Expenses Incident  
to Official Travel - Memorandum

SF1012b Schedule of Expenses and Itinerary of Traveler

SF1012c Voucher for Per Diem and/or Reimbursement of Expenses Incident  
to Official Travel - Continuation Sheet

SF1012d Receipt for Cash - Subvoucher

SF1014a General Ledger

SF1015a Allotment Ledger

SF1015b Allotment Ledger - Copy

SF1016 Distribution Ledger

SF1017g Journal Voucher

SF1034 Public Voucher for Purchases and Services Other Than Personal

SF1034a Public Voucher for Purchases and Services Other Than Personal -  
Memorandum

SF1035 Public Voucher for Purchases and Services Other Than Personal -  
Continuation Sheet

SF1035a Public Voucher for Purchases and Services Other Than Personal -  
Continuation Sheet

SF1036 Statement and Certificate of Award

SF1038 Application for Advance of Funds for Travel Expenses

SF1044 Schedule of Collections

SF1046 Schedule of Transfers - Special Deposits

SF1048 Public Voucher for Refunds - Memorandum

SF1049 Public Voucher for Refunds

SF1050 Public Voucher for Refunds - Memorandum

SF1055 Application for Payment of Amounts Due Deceased or Incompetent  
Civilian Employees, Officers and Enlisted Men in the Military  
Service, and Public Creditors of the United States

SF1067 Public Voucher for Transportation of Passengers

SF1067a Public Voucher for Transportation of Passengers

SF1067b Public Voucher for Transportation of Passengers

SF1067c Public Voucher for Transportation of Passengers

SF1069 Voucher for Allowances at Foreign Posts of Duty

SF1069a Voucher for Allowances at Foreign Posts of Duty - Memorandum

SF1070 Schedule for Retirement and Disability Fund Credits

SF1080 Voucher for Transfers between Appropriations and/or Funds

SF1080a Voucher for Transfers between Appropriations and/or Funds -  
Memorandum (Disbursement)

SF1080b Voucher for Transfers between Appropriations and/or Funds -  
Blue (Collection)

SF1080c Voucher for Transfers between Appropriations and/or Funds -  
Green (Collection)

SF1081 Schedule or Voucher of Withdrawals and Credits between Appropria-  
tion and/or Funds

SF1095 Summary Statement of Disbursement and Collections by Appropria-  
tion Limitations

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SF1096	Schedule of Voucher Deductions
SF1097	Adjustment Voucher to Effect Correction of Errors
SF1097a	Adjustment Voucher to Effect Correction of Errors - Memorandum
SF1098	Schedule of Canceled Checks
SF1103a	U. S. Government Bill of Lading - Memorandum
SF1104	U. S. Government Bill of Lading - Shipping Order
SF1105	U. S. Government Freight Waybill - Original
SF1106	U. S. Government Freight Waybill - Carrier's Copy
SF1108	Certificate in Lieu of Lost U. S. Government Bill of Lading - Original
SF1108a	Certificate in Lieu of Lost U. S. Government Bill of Lading - Memorandum
SF1113	Public Voucher for Transportation Charges
SF1113a	Public Voucher for Transportation Charges - Memorandum
SF1116	Statement of General Accounts Balances
SF1117	Schedule of Balances Showing Status of Appropriations
SF1118	Statement of Apportionments and Allotment Accounts by Appropriations
SF1126	Pay Roll Change Slip - Padded
SF1126s	Pay Roll Change Slip
SF1128	Pay Roll for Personal Services
SF1128a	Pay Roll for Personal Services - Memorandum
SF1129	Voucher for Petty Purchases
SF1129a	Voucher for Petty Purchases - Memorandum
SF1129b	Voucher for Petty Purchases - Continuation Sheet
SF1129c	Voucher for Petty Purchases - Continuation Sheet (Memorandum)
SF1130	Time and Attendance Report
SF1136	Time and Attendance (11"x17")
SF1137	Leave Record
SF2806	Individual Retirement Record Card
SF2807-2	Annual Summary Retirement Fund Transactions

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## CIVIL SERVICE FORMS STOCKED IN CIA

FORM NO.	TITLE
CS12	Proof of Residence
CS2390	Fingerprint Card
CS2806-8	Notice of Correction of Individual Retirement Record
CS2807	Register of Separations and Transfers
CS2807-1	Register of Adjustments
CS2808	Designation, Change or Revocation of Beneficiary
CS3005	Application for Refund of Retirement Deductions

## MISCELLANEOUS FORMS STOCKED IN CIA

Treasury Department Forms

W-4	Employee's Withholding Exemption Certificate
1737	Bond Issuance Schedule - United States Savings Bonds - Series E
1737a	Bond Issuance Schedule - United States War Savings Bonds - Series E
6569	Power of Attorney by Individual for the Collection of Checks Drawn on the Treasurer of the United States

Department of the Army Forms

AGO-WD17	Requisition for Publications and Blank Forms
WD43	Individual Earnings Record
WD44	Pay Roll for Personal Services (Civilian Employees)
WD44a	Pay Roll for Personal Services - Continuation Sheet
WD44b	Pay Roll for Personal Services - Memorandum
WD44c	Pay Roll for Personal Services (Civilian Employees) - Continuation Sheet
DA1060	Pay Roll Certification Control

General Services Administration Forms

OF7	Property Pass
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Government Printing Office Forms

R2390	Order for Standard Forms or Supplies
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U. S. Employees' Compensation Commission Forms

CA-1	Employees' Notice of Injury or Occupational Disease
CA-16	Request for Treatment of Injury under the U. S. Employee's Compensation Act
CA-17	Request for Treatment of Injury under the U. S. Employee's Compensation Act when cause of Injury is in Doubt

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

NOTICE

25X1A

19 July 1951

SUBJECT: Bureau of the Budget Circular No. A-44 (issued jointly with the Civil Service Commission), Conservation and Utilization of Manpower in the Federal Government.

1. The above-cited Circular implements a letter of the President dated 8 June 1951 to the Director of the Bureau of the Budget and the Chairman of the Civil Service Commission. This Presidential letter stressed the importance of conserving manpower and stated that all agencies would be responsible for giving this objective top priority.

2. Maximum utilization of manpower can be achieved only through the cooperation of informed employees and supervisors. The responsibilities of Agency personnel for cooperation with the program include:

- a. Plan and schedule work programs to reduce recruiting needs.
- b. Re-examine procedures to mitigate personnel shortages.
- c. Conserve manpower by use of modern business machines and equipment, where applicable. Use dictating machines, stenographic pool arrangements and streamlined correspondence methods to reduce the need for stenographic help.
- d. Encourage employee participation in developing organization, procedures and methods that will save manpower.
- e. Adopt modern methods of statistical sampling wherever possible as a substitute for 100 per cent reviews, checks and inspections.
- f. Reduce personnel needs by better use of skills of employees already on the rolls, by reducing employees' absences and keeping turnover at a minimum.
- g. Employees and supervisors have a continuing responsibility for good personnel utilization. More money and more employees are not the chief means for handling increased workloads.

3. The staffs of the Advisor for Management and the Personnel Director are available to assist in the evaluation and implementation of improvements generated within the offices of the Agency in support of this Program. The heads of offices are encouraged to solicit such assistance. Supervisors should submit suggestions for improvements through normal administrative channels

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for subsequent evaluation and approval. Employees should cooperate with supervisors and freely suggest methods by which their workloads can be more expeditiously handled. Employees are also reminded of the Agency Incentive Awards Program (see Regulation ) and are encouraged to contribute to the improvement of the Agency through such Program.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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WALTER REID WOLF /  
Deputy Director  
(Administration)

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

STATINTL



19 July 1951

SUBJECT: Shuttle Service

1. Effective immediately, the route of the shuttle buses operating between CIA buildings and the Pentagon will be changed to eliminate the stop in front of 2210 E Street.

2. The new route will provide for service north on 23rd Street, stopping at the SE corner of 23rd and D Streets to pick up and discharge passengers.

3. The new schedule will be distributed separately.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



WALTER REED WOLF  
Deputy Director  
(Administration)

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

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NOTICE

5 July 1951

SUBJECT: Requisition Procedure.

1. Effective 5 July 1951, requisitions for supplies, equipment and services, (other than those provided by Administrative Services), will be prepared in accordance with the attached procedure, which will be incorporated in the 110 Series of the CIA Manual at a later date.

2. The new procedure supersedes instructions contained in Paragraphs A and B, Part III, on page iv of the Office Supply and Equipment Catalog.

3. The Procurement Office (Control Group) Ext. 3491, may be contacted for any assistance or additional information which may be required.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

WALTER REID WOLF  
Deputy Director  
(Administration)

1 Attach.  
Procedure

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REQUISITION PROCEDURE

SECTION I

Operational Material

1. Preparation of Requisitions

- (a) Requisitions for equipment, supplies and services (other than those provided by Administrative Services) will be prepared on Requisition Form No. 36-125, "Master Ditto", by the requesting office. A carbon copy will be retained by the requesting office pending receipt of a reproduced copy from the Procurement Office (Control Group).
- (b) A separate requisition will be prepared for each Supply Stock Account, or if not listed in the catalog, a separate requisition for each different major commodity, i. e., Ordnance Supplies, Quartermaster Supplies, Medical Supplies, Communications Supplies, etc.
- (c) Item numbers for each requisition will be run consecutively for all items covered under one shipment or delivery.
- (d) Each requisition will be assigned a requisition number at the time of origination from a block of numbers provided the requesting office as listed in the Voucher Register.
- (e) Requisitions will be forwarded to the Procurement Office (Control Group) via the necessary approving Offices in accordance with existing internal regulations, with Form No. 36-4 (Request for Shipment) in quintuplicate. In the event the nature of the material does not necessitate the classification of the requisition, no classification will be indicated thereon. All classified information relative to the packing, movement, consignee, method of shipment, etc., will be filled in on Form No. 36-4. Upon receipt of Form No. 36-4 and assignment of Cargo Number, one copy will be transmitted to the Chief, Shipping Branch, Transportation Division, Administrative Services, by the Procurement Office.

2. Voucher Registers

Pre-printed Voucher Registers (loose leaf type) will be maintained by:

- (a) Each requisitioning officer for numbers applicable to his Office.
- (b) Each Supply Stock Accountable Officer for Requisitions handled by his Office.
- (c) Control Group, Procurement Office, for all requisitions.

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Requisition numbers for Supply Stock Accounts will be recorded as a credit or debit voucher to the Supply Stock Account in the Voucher Register.

3. Property Transfers

Property Transfers and/or property record adjustments may be made by the use of a requisition number for the voucher number, to be assigned by each action office from the block of numbers available from the Voucher Register.

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## SECTION II

## Domestic Material

## 1. Preparation of Requisitions

Requisitions for equipment, supplies and services (other than those supplied by Administrative Services) will be prepared on Form No. 36-7, regular or master ditto, by the requesting office, as follows:

## (a) For supplies in the Supply Stock Account Catalogs:

Separate requisitions will be prepared on the regular Form No. 36-7 in the number of copies outlined below and forwarded by the Building Accountable Officer to the Supply Stock Account, unless nature of the material requires prior approval as indicated in paragraph 1 (c), below. One copy of each requisition issued will be forwarded direct to the Control Group, Procurement Office, for filing in the chronological file.

Supply Stock Account #1 - Original and 6 copies

Supply Stock Account #2, 3 and 6 - Original and 2 copies

Supply Stock Account #4 - Original and 4 copies

Supply Stock Account #5 - Original and 3 copies

(The above is accomplished by Building Accountable Officers where they have been installed.)

## (b) For supplies or services which require Purchase or Contract Action:

Requisitions will be prepared on Form No. 36-125 "Master Ditto" by the requesting office and forwarded to the Procurement Office (Control Group) via the Building Accountable Officer for action, except as specified in 1.(c), below. A carbon copy will be retained by the Building Accountable Officer to hold in suspense pending receipt of a reproduced copy to be returned by Procurement Office (Control Group). A separate requisition will be prepared for each major commodity, i.e., Communications Supplies, Photographic Supplies, Household Supplies, Office Supplies, [redacted] Supplies, etc.

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## (c) Requisitions for the following types of materials must be forwarded through the Office as indicated below for approval prior to the issuance of material by the Supply Stock Account:

25X1A

Class "A" "B" Furniture - Chief, Procurement Office

[redacted] Supplies and Equipment - Chief, Procurement Office

[redacted]

25X1A

Communications Supplies and Equipment - Director of Communications

Medical Supplies and Equipment - Chief, Medical Staff

Business Equipment and Machines which - Advisor for Management  
have not been Previously Approved for  
General Agency use.

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- (d) Each requisition will be assigned a requisition number at the time of origination from a block of numbers provided the Building Accountable Officer as listed in the Voucher Register

2. Voucher Registers and Property Transfers

Same as paragraphs 2 and 3, Section I.

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

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NOTICE

[REDACTED]

3 July 1951

SUBJECT: Reprint from the New York Times

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]

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WALTER REID WOLF  
Deputy Director  
(Administration)

Attachment

DISTRIBUTION NO. 2

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The following article appeared in the May 27, 1951 issue of the New York Times and is reprinted with their permission.

"TO IMPROVE OUR INTELLIGENCE  
SYSTEM

The 'silent service' needs continued support  
and a chance to grow without undue scrutiny.

By TELFORD TAYLOR

CPYRGHT

Americans have always loved tall tales of secret agents and daring spies, penetrating the innermost recesses of diplomatic chancelleries and military staffs. Traditionally, however, the heroes of these colorful stories have been foreigners, and their astute and anonymous chiefs have inhabited the Admiralty, the Deuxieme Bureau, the Wilhelmstrasse, or some other and equally exotic purlieu. These are roles in which the usually confident American has not been accustomed to imagine himself an actor. Nor, until recent years, have we been impressed with the necessity of cultivating native talent and developing an effective foreign intelligence service of our own.

This attitude of spectator rather than participant is, of course, one reflection among many others of our unusually isolated and externally secure national development. That it has cost us dear is by now widely realized. The reaction has, once again, been characteristically American. If we need an intelligence service, let us here and now build the biggest and most modern one imaginable, and if the newly contrived machine does not promptly produce intelligence of desirable quality and sufficient quantity, then raise the hood and peer inside to see what has gone wrong.

Thus it has come about that nearly every international development which has startled or shocked the American public--whether it be Pearl Harbor, the German winter offensive in the Ardennes, the outbreak of war in Korea, or the entrance of the Chinese into the conflict--has furnished the cue for an outburst of querulous doubts about our intelligence services. Even the political disturbance in Colombia during the Pan-American Conference of 1948 led to an immediate Congressional investigation of the newborn Central Intelligence Agency to "learn whether the Secretary of State and other high officials were promptly warned that a revolution was impending in Colombia."

Public awareness of the vital importance of intelligence is a healthy development, but these spasms of criticism at moments of crisis betray a considerable lack of understanding of the nature of the intelligence problem and of the potentialities and responsibilities of the intelligence services. Good intelligence cannot be purchased overnight, even with the most generous appropriations. Its diseases can rarely, if ever, be cured by means of publicity; the British "silent service" is often taken as a model, yet only a handful of Englishmen know the name of its chief, and parliamentary inquiries into its operations are unheard of. And even the best intelligence is no guarantee against unwise or unfortunate command decisions or policy determinations.

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A less impulsive and more enlightened public attitude toward the intelligence problem would itself be an important contribution to its solution. What are the basic elements of a national intelligence system? What progress is being made in the development of a sound system? What are its principal defects, and how can they be overcome? If these matters are understood in broad outline, perhaps there will be less nervous lifting of the lid and dangerous poking at the contents of the pot.

The intelligence function is focused in the Central Intelligence Agency, the intelligence branches of the armed services, and the State Department. But the fundamental characteristic of any national intelligence system is that it is more than any one or several specific intelligence services. It is, rather, a basic and constant aspect of governmental and private operations of the most varied description.

Intelligence is a military airplane winging its way over northern Korea and observing new or unusual convoys or concentrations. It is a captured or pilfered document, or an interrogation of a prisoner of war, a refugee from Eastern Europe, or an official of one of the satellite governments seeking sanctuary. It is a report of a diplomatic conversation, an unusually cordial tete-a-tete, or a sudden display of coolness. It is a commercial attache's prosaic analysis of new trade trends, or a business man's observations from a trip abroad. It may be a secret agent's report, gathered at great personal risk, but it may also be the conclusions derived from a foreign press dispatch or propaganda broadcast. Intelligence is all these things and many more, and unless a certain amount of "intelligence-mindedness" suffuses the conduct and survey of these and innumerable other activities the national intelligence system will suffer from malnutrition.

Before World War II little of this intelligence-mindedness was to be found anywhere in our Government, and even after the outbreak of war in 1939 intelligence remained in a state of woeful neglect. In the Army and Navy pitifully small units struggled valiantly, and in the face of the indifference of their superiors, to function as a secret intelligence service. Not until after the catastrophe of Pearl Harbor was the task assayed at anything approaching its proper proportions.

Ironically enough, it was then discovered that, despite the inadequacy in numbers and experience of the pre-Pearl Harbor intelligence services, they had indeed produced information on the basis of which the impending attack should have been foreseen. But the information had neither been sufficiently circulated to nor impressed upon those who had the power of command. And so we learned, at painful cost in lives and men, one of the elementary principles of intelligence: information, no matter how accurate and intrinsically valuable, is of little practical utility in isolated compartments. It must be combined with all other available information to furnish the basis for an over-all intelligence estimate, and it must be distributed to those who can make use of it.

These and other lessons were not lost upon our wartime leaders, especially the late Henry L. Stimson, then Secretary of War. Beginning in 1942, the Army and Navy intelligence branches were greatly expanded, and the Office of Strategic Services (O.S.S.) was established to develop various types of intelligence work and special operations that the armed

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Services were not then equipped to handle. William J. Donovan, Alfred McCormack and other able civilians were called in to give scope and direction to the new enterprises. Great benefit was derived from close association with the long-established and expert British intelligence service. By the end of the war American intelligence was functioning effectively in a variety of fields, and great progress had been made in educating our high Government officials about the value of intelligence and the requirements of a national intelligence system.

But we did not yet have such a system. There was much overlapping and duplication between the Army and the Navy. The newly emancipated Air Force was jealous of its independence, and for a time "triplication" threatened. The O.S.S. was dissolved, and some of its personnel were transferred to a newly formed intelligence section in the State Department, but the role and responsibility of this new unit within the department was unsettled. Worst of all, there was no adequate machinery for coordinating the operations or fusing the output of the individual services. Their relations were competitive rather than complementary, and true national intelligence estimates were not produced for lack of focal and responsible intelligence authority.

These shortcomings were generally realized, but there was disagreement as to how they should be rectified. Not until the enactment by Congress of the National Security Act (July 26, 1947) was the conflict legislatively resolved. This act established the Central Intelligence Authority (C. I. A.), and placed it under the direct control of the National Security Council, composed of the President and Vice President, the Secretaries of State and Defense, the chairman of the National Securities Resources Board, and other high officials designated by the President. Thus the C. I. A. was made completely independent of any existing Government departments and placed within the immediate ambit of Presidential authority.

The C. I. A. was not intended to supplant the existing intelligence divisions of the armed services, nor is its primary purpose the direct conduct of intelligence operations. To be sure, it is authorized to undertake directly such intelligence activities as can most efficiently be performed centrally. Thus the C. I. A. itself monitors all foreign radio broadcasts, conducts certain research and other operations, and distributes the results of these and other activities to the interested governmental agencies. But the two principal functions of the C. I. A. are to coordinate the intelligence activities of the various government agencies and to correlate and evaluate intelligence from all available sources in the production of national intelligence estimates.

The C. I. A. did not immediately accomplish the objectives for which it was created. It came into existence at a time when there was little sense of the urgency of defense needs. Qualified personnel was extremely difficult to obtain, and staff morale was poor. Interagency rivalries persisted, and the C. I. A. did not command the prestige necessary either to coordinate over-all intelligence activities or to establish its own output as authoritative.

A special committee of three civilians with extensive wartime experience in intelligence--Allen W. Dulles, William H. Jackson and Mathias

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F. Correa--which was appointed to study C. I. A. operations, found much cause for dissatisfaction. Continuing demands for improvement led to the appointment in October 1950, of Lieut. Gen. W. Bedell Smith as Director of Central Intelligence and to a radical overhauling of the Agency.

During the six months of General Smith's tenure, substantial improvements have been achieved. In part, this has been due to his rank and acknowledged ability, and in part it reflects the sharpening international tension which has boosted defense appropriations and brought many capable men to or back to Washington. Mr. Jackson became General Smith's deputy, and notable recent additions to the staff include Allen Dulles, prominent academicians such as William Langer, Raymond Sontag, Sherman Kent, Neal Millikan and Calvin B. Hoover and numerous other highly competent men with intelligence experience.

These men have brought not only their own abilities; in addition their presence has raised the morale of the staff and prestige of the agency, and consequently its power to attract still other men of outstanding capacity. Thus reinforced, the C. I. A. has made great strides toward the accomplishment of its prime purposes. Responsibilities have been sorted out among the various intelligence services, duplication reduced, and General Smith has been able to "needle" the other agencies and raise the level of their performance.

A small group comprising some of the best analytical minds in the Agency is exclusively assigned to the correlation of all available data on critical intelligence problems and the preparation of proposed estimates. These are carefully reviewed by the interagency Intelligence Advisory Committee, composed of the chiefs of the several intelligence services and representatives of the F. B. I. and Atomic Energy Commission under the chairmanship of General Smith. The intelligence estimates which are thus arrived at are treated as authoritative within the political and military leadership of the country, although the right of any participating agency to present divergent views is preserved.

In short, it is fair to say that the tasks of intelligence coordination and over-all evaluation are being performed according to sound conceptions and are in skilled hands. This is signal progress. Yet, as was observed at the outset, good national intelligence is more than any one agency or function; it is a system and an attitude. Likewise, the C. I. A. is not primarily an intelligence-producing service, and must to a large extent "live off" the output of the armed services and the State Department.

What are the principal shortcomings of our national intelligence system as a whole now that nearly a decade has passed since we began to take the intelligence problem seriously?

Immaturity. Sensible organization and a talented staff can solve problems of coordination and evaluation in relatively short order. But the work of obtaining the raw material of intelligence is quite another story. Undoubtedly, there are few other techniques in which experience and "continuity" count for as much.

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By "continuity" is meant the "snowball" character of intelligence work. The more intelligence one has, the easier it is to get still more, and the more meaningful each new item is likely to be. The more that is known about another country's leading personalities, governmental and economic structure, transportation network, communications facilities and procedures, order of battle system, and security precautions--to mention a few of many relevant subjects-- the more surely can it be determined what further information will be most valuable and how to obtain it.

In these terms, an intelligence system which is barely ten years old is still very young. Furthermore, the mere passage of more time will not profit us unless the intelligence services are constantly held to a high pitch of alertness and progress, for once continuity is lost, the damage is long continued.

Military Intelligence. Despite the growing power and efficiency of the armed services, the caliber of their staff intelligence work still leaves much room for improvement. No one has stated the problem with greater accuracy or pungency than Gen. Omar Bradley, in his forthcoming book, "A Soldier's Story":

. . . instead of grooming qualified officers for intelligence assignments, we rotated them through conventional duty tours, making correspondingly little use of their special talents. Misfits frequently found themselves assigned to intelligence duties. And in some stations G-2 became a dumping ground for officers ill-suited to line command. I recall how scrupulously I avoided the branding that came with an intelligence assignment in my own career. Had it not been for the uniquely qualified reservists who so capably filled many of our intelligence jobs throughout the war, the Army would have found itself badly pressed for competent intelligence personnel.

This attitude among military men is by no means confined to the United States. The German officers' corps was even more scornful of intelligence, and the Wehrmacht paid a high price for this neglect during World War II. Our armed services are the most important single source of "raw" intelligence, and it is correspondingly vital that this failing be corrected. Since the time of which General Bradley writes, there has been distinct improvement, but intelligence assignments do not yet attract nearly enough well-equipped officers.

Political Intelligence. After the war, the State Department for the first time established its own intelligence unit. This unit had and still has able direction, but its role in the intelligence picture is, of necessity, quite limited. Unlike the intelligence branches of the armed services, the State Department unit does not collect any intelligence of its own. This is because the entire department is, in effect, an intelligence service, constantly gathering information through Ambassadors and other foreign service personnel.

Furthermore, the various geographical "desks" at the State Department are themselves engaged in analyzing this material, and an additional evaluation by the intelligence unit may add little, or even provoke friction.

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The principal functions of the intelligence unit, therefore, are basic intelligence research, liaison and interchange with other government agencies, and participation in the preparation of estimates by the Intelligence Advisory Committee.

Improvement in the collection and analysis of political intelligence, accordingly, must be accomplished by the entire State Department rather than within the intelligence unit alone. Here is it primarily a question of developing "intelligence-mindedness" throughout the department. Extended intelligence training should be part of the normal equipment of foreign service officers, and non-career diplomats should receive an intensive course in intelligence methods. It goes without saying that the appointment to high diplomatic posts of political "fat cats" or men whose prejudices becloud their powers of observation has a most damaging effect.

Civil Service Tradition. The most fundamental shortcoming of our intelligence system is the same defect that plagues many other Government activities--the lack of a stable and distinguished civil service tradition. To a degree this has been mitigated by the influx to Government work of able and imaginative men in times of crisis. But we have not yet learned that the best way to avoid crises is to have capable men handling our governmental affairs at all times.

This lesson is of particular importance in the field of intelligence. It is as important to understand an ally now as to penetrate an enemy later. It is vital to grasp the factors threatening peace if war is to be avoided. Because of its very nature, an intelligence system should be as good in peace as in war; it must never be allowed to slumber. And fate is bound to overtake the country that disregards this principle, for an intelligence system neglected in peace will be disastrously handicapped in war.

The public must be educated to realize that the danger arising from an event such as the entry of the Chinese into the Korean war is not necessarily the fault of the intelligence leadership of the moment. It may not be the fault of intelligence at all; it may well be due to a misjudgment of command. But if a major development catches intelligence unawares, in all probability it is the rotten fruit of neglect dating back for years--a neglect for which the government and public as a whole are responsible.

These obstacles to the development of a fully effective national intelligence system are serious, but the United States has great resources for their overcoming. The size and variety of our economy offers an abundance of individuals with special skills, and our commerce furnishes the basis for numerous and world-wide informational contacts. Our polyglot population is rich in linguistic and cultural resources.

Most important of all is that we preserve our democracy so that intelligence can be reported and analyzed with fearlessness and objectivity. German intelligence in the Third Reich was corroded to the bone by fear and superstition, which made the reporting of unpalatable facts dangerous or impossible, and we may be sure that Communist intelligence suffers from the same malignant disorders. Agents of an ideological tyranny may be expert in sabotage or the pilfering of secrets, but they are fatally

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handicapped in the broader and more cosmopolitan reaches of intelligence. In the intelligence field, as in all others, democracy offers the only sound footing and the greatest potentialities.

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE

2 July 1951

25X1A

SUBJECT: Transit Strike - Emergency Service

1. During the current transit strike, public transportation will not be available to employees residing in Washington and the Maryland suburbs.

2. The cooperation of all employees will be appreciated in helping their fellow employees who normally use public transportation in traveling to and from work.

3. The following suggestions are offered and it is strongly urged that all employees cooperate to the fullest extent possible.

a. Employees who use public transportation should try to arrange for a ride to and from work with a fellow employee or friend who is driving to work in the vicinity of CIA buildings.

b. Those employees driving their own cars can be of great service during this emergency by placing hand made placards in the window of their car indicating the general area of destination both going to and from work, such as:

- (1) Riverside Stadium
- (2) West Potomac Park
- (3) Lincoln Memorial

The signs should not read CIA. On the return trip in the evening employees might indicate on the reverse side of the sign, general destinations as follows:

- (1) Bethesda via Wisconsin Ave.
- (2) Silver Spring via 16th Street
- (3) Southeast via South Capitol Street Bridge

c. Signs will be printed on request to the Reproduction Division, Administrative Services Office, Extension 2023.

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d. To facilitate the above suggested plans, the Agency has established the following pickup and delivery points. Employees driving their own automobiles would pass by one of the following assembly points in the evening where employees without transportation will assemble.

Assembly points are established as follows:

North, Central, Administration, South, "Q" and "M" Buildings

The Capital Transit turn around stop between "M" Building and the Heurich Brewery and directly across the street from Riverside Stadium.

"L" and "K" Buildings

In the rear of "L" and "K" Buildings at gates 9 and 10.

Quarters "I", [redacted] and Allcott Hall

In the parking area behind Quarters "I".

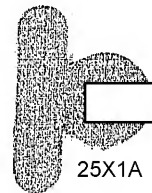
e. It is suggested that Office heads consider allowing personnel without transportation to leave a few minutes early at the end of the day to proceed to the assembly area, or to take advantage of transportation arrangements.

f. Office heads should exercise reasonable latitude in excusing employees who arrive late or must leave early due to transportation difficulties or arrangements.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

WALTER REID WOLF  
Deputy Director  
(Administration)

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

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NOTICE  


28 June 1951

SUBJECT: Shuttle Service on Saturdays

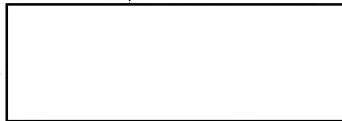
1. Effective 30 June 1951, the existing shuttle schedule dated 15 November 1950 will be discontinued on Saturdays only.

2. Effective on that date there will be one shuttle bus operating on the regular route between North Building at 2430 E Street and the Pentagon Building. The shuttle between Quarters Eye and "L" and "K" Buildings will be discontinued on Saturdays.

3. The Saturday schedule provides for starting at 8:30 a.m. and every 30 minutes thereafter until 4:30 p.m. from North Building and departing from the Pentagon Building at 8:45 a.m. and every 30 minutes thereafter until 4:45 p.m.

4. Pool service will not be requested for transportation between buildings being serviced by the shuttle bus.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



WALTER REID WOLF  
Deputy Director  
(Administration)

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CENTRAL INTELLIGENCE AGENCY  
WASHINGTON, D. C.

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NOTICE

28 June 1951

SUBJECT: Leave of Absence

1. The following communication has been received from the White House:

"AMVETS

HAROLD RUSSELL  
National Commander

724 9th Street, N. W.  
Washington, D. C.

June 20, 1951

Honorable Harry S. Truman  
The White House  
Washington, D. C.

Dear Mr. President:

"AMVETS will very much appreciate your requesting the various agencies of the Federal Government to grant leave to such members of our organization in their employ who desire to attend our Seventh Annual National Convention to be held in Boston August 30th through September 2nd, 1951.

"We are very cognizant of the great increase in work, especially for those employees of the Defense Establishment and related agencies, but we hope that the results of the deliberations of a public-opinion group such as ours can be considered important to our national officials.

"We want to thank you in advance for any consideration you may be able to give to this request.

Sincerely yours,

HAROLD RUSSELL  
National Commander

-----  
"The above copy of a letter which the President has received from the National Commander of AMVETS of World War II is respectfully referred to the heads of the departments and independent establishments of the Government for attention.

WILLIAM D. HASSETT  
Secretary to the President"

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2. It is desired that those employees who are members of AMVETS and who request leave of absence to attend the National Convention in Boston be granted such leave if their services can be spared without serious disruption of normal activities.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

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WALTER REID WOLF  
Deputy Director  
(Administration)

Distribution: No. 3

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

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NOTICE

19 June 1951

SUBJECT: Attendance at Ceremonies in Honor of His Excellency Galo Plaza, President of Ecuador.

1. The following memorandum from the White House, dated 15 June 1951 is quoted below for your information:

"THE WHITE HOUSE

Washington

"TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

"Ceremonies have been planned to pay tribute to His Excellency Galo Plaza, President of Ecuador, who will arrive in Washington June twentieth for the purpose of making an official visit to the United States.

President Plaza will arrive at MATS Terminal, National Airport, at 3:00 p.m. on Wednesday, June twentieth, where there will be a brief ceremony. After crossing the Memorial Bridge and rounding the Lincoln Memorial, he will proceed along Twenty-third Street to Constitution Avenue (expected to arrive at Constitution Avenue at approximately 3:15 p.m.), east on Constitution Avenue to Twelfth Street, north on Twelfth Street to Pennsylvania Avenue, west on Pennsylvania Avenue to the District Building at Fourteenth Street and Pennsylvania Avenue, where he will be officially welcomed and presented with the key to the City of Washington. He will then continue along Pennsylvania Avenue to Fifteenth Street, north on Fifteenth Street to Pennsylvania Avenue, west on Pennsylvania Avenue to the Blair House.

It is desired that as many as possible of the Government employees extend their greetings to President Plaza. For the accomplishment of this purpose, President Truman has indicated that the Heads of the Departments and Agencies shall excuse from work those employees whose services can be spared, without charge to annual leave, for such time as is required to greet President Plaza on June twentieth. Those members of the National Guard and other groups participating along the route to be taken by the Presidential Party will also be excused from duty without charge to annual leave at an hour early enough to permit them to arrive in uniform at their appointed stations.

/s/ DONALD S. DAWSON  
Administrative Assistant  
to the President"

2. All employees whose services can be spared without unduly impairing the operations of the Office concerned may be excused at 1500

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hours for such time as is required for the accomplishment of this purpose.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE.

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WALTER REID WOLF  
Deputy Director  
(Administration)

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

NOTICE

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8 June 1951

SUBJECT: Paper Conservation

1. Paper is a critical item and replenishment of supplies is becoming difficult. Economy is essential.
2. The following economy measures will be observed:
  - a. Where practicable, both sides of the page will be used in printing, mimeographing, and multilithing of all publications.
  - b. Reproduction of reports, papers, books, etc., will be restricted to an essential number of copies.
  - c. Distribution lists will be reviewed periodically to reduce dissemination of copies.
  - d. Care will be exercised in the operation of ditto and thermofax machines as the paper used by these machines is particularly critical.
  - e. Stenographers will not prepare more carbon copies of letters and memoranda than are known to be needed.
  - f. Consistent with security, care should be taken to reuse carbon paper as long as it will produce legible copies.
  - g. The half-size (5" x 8") inter-office memorandum form will be used when length of memoranda warrants.
  - h. Drafts of correspondence, reports, etc., should be typed on white sulphite paper rather than on bond paper. Sulphite is being stocked and will be obtainable on requisition from the Warehouse at Rosslyn or through the subsidiary supply rooms in the near future.
  - i. Both sides of the page should be used when preparing handwritten drafts on scratch pads.
  - j. The smallest size envelope consistent with the size of the material to be mailed will be used in all cases.
  - k. Multiple daily mailings to the same address should be consolidated and dispatched in a single envelope to the extent consistent with operational and security considerations.
  - l. Economy will be practiced in the use of scotch tape. It should not be used to seal chain envelopes except when the contents of the envelopes are so bulky that the CIA gummed label will not make an effective

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seal.

- m. File folders will be reused whenever possible.
- n. Stocks of stationery and forms on hand in the various offices of the Agency will be held to an essential minimum and arranged to avoid waste from soiling and tearing.

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Acting Deputy Director

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

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NOTICE

4 June 1951

SUBJECT: Hot Weather Suggestions

The following are suggestions for avoiding ill effects from unusually hot weather:

1. Clothing: White or light colored, light weight, porous loose fitting clothing is preferable. Starched clothing and certain of the synthetic materials restrict the absorption of moisture and its subsequent evaporation.
2. Food: Starches, sugars and fats should be consumed in smaller quantities particularly during the noon meal. Proteins (meat, eggs, fish, etc.) may be eaten freely.
3. Fluids: Water should be taken more freely than in cooler weather. (Most soft drinks are rich in sugar content.)
4. Salt: Sedentary workers should add  $\frac{1}{2}$  teaspoon of salt each day to food and drinks such as tomato juice in addition to that amount ordinarily consumed. Salt tablets (one tablet 1-3 times a day) are indicated only if perspiration is excessive. Salt tablets may produce nausea. NOTE: Persons with heart disease, kidney disease, hypertension, metabolic disease, and pregnant women should consult their private physician or the Medical Office before adding salt to their diets.
5. Work and Exercise: Work demanding the most physical or mental energy should be performed in the morning hours when possible. Regular exercise in the cooler hours of the early morning or late afternoon is beneficial to sedentary workers.
6. Caution: Persons with physical defects or chronic illnesses aggravated by excessive heat should consult their private physicians or the Medical Office.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

WALTER REID WOLF  
Deputy Director  
(Administration)

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December 5, 1950

MEMORANDUM FOR:

The Secretary of State  
The Secretary of the Treasury  
The Secretary of Defense  
The Attorney General  
The Postmaster General  
The Secretary of the Interior  
The Secretary of Agriculture  
The Secretary of Commerce  
The Secretary of Labor  
Chairman, National Security Resources Board  
Administrator, Economic Cooperation Administration  
Director, Central Intelligence Agency  
Administrator, Economic Stabilization Agency  
Director, Selective Service System

In the light of the present critical international situation, and until further written notice from me, I wish that each one of you would take immediate steps to reduce the number of public speeches pertaining to foreign or military policy made by officials of the departments and agencies of the Executive Branch. This applies to officials in the field as well as those in Washington.

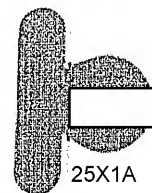
No speech, press release, or other public statement concerning foreign policy should be released until it has received clearance from the Department of State.

No speech, press release, or other public statement concerning military policy should be released until it has received clearance from the Department of Defense.

In addition to the copies submitted to the Department of State or Defense for clearance, advance copies of speeches and press releases concerning foreign policy or military policy should be submitted to the White House for information.

The purpose of this memorandum is not to curtail the flow of information to the American people, but rather to insure that the information made public is accurate and fully in accord with the policies of the United States Government.

/s/ HARRY S. TRUMAN



CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

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NOTICE

29 May 1951

SUBJECT: Clearance of Speeches and Statements Relating to Foreign  
and Military Policy.

1. The following communication has been received from the White  
House:

"THE WHITE HOUSE

Washington

May 23, 1951

MEMORANDUM FOR:

The Secretary of State  
The Secretary of the Treasury  
The Secretary of Defense  
The Attorney General  
The Secretary of the Interior  
The Secretary of Agriculture  
The Secretary of Commerce  
The Secretary of Labor  
Chairman, National Security Resources Board  
Administrator, Economic Cooperation Administration  
Director, Central Intelligence Agency  
Director, Selective Service System  
Administrator, Civil Defense Administration  
Director, Office of Defense Mobilization.

By direction of the President, your attention is called to the Memorandum of the President, dated December 5, 1950, copies of which are attached. This memorandum governs the clearance of speeches and statements relating to foreign and military policy.

It is the President's desire that there be no deviation from these procedures. In most cases there has been adherence but the exceptions prompt this reminder that no change has been made in the President's policy.

The President requests that you again call this memorandum to the attention of all sub-cabinet officers and of other officials who make speeches and statements. For this purpose, a sufficient supply of copies is furnished herewith to make possible immediate compliance with his wish.

Officials of the Department of State and of the Department of Defense are cautioned that the procedures provided apply to them,

-1-

regardless of the fact that those two Departments are specified by the President as the clearance agencies.

/s/  
JOSEPH SHORT  
Secretary to the President"

2. There is attached a copy of the Memorandum of the President referred to in the first paragraph of the communication quoted above.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

WALTER REID WOLF  
Deputy Director  
(Administration)

Attachment:  
Memorandum of the President  
dated December 5, 1950.

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

NOTICE

25X1A

24 May 1951

SUBJECT : Orientation and Indoctrination Course

25X1A

REFERENCE: CIA [REDACTED]

1. The office of Training will conduct the third class of 25X1A CIA Orientation and Indoctrination Course in the auditorium of the Recreation and Service Building from 12 - 15 June 1951. The program will begin promptly at 0900 hours and continue through 1200 hours on each of these days. (Schedules for the third class will be distributed to those nominated to attend.)

25X1A

2. In accordance with CIA [REDACTED] the following policy governs attendance at the third class:

a. Mandatory for all fully-cleared CIA employees grade GS-5 and above who have joined the Agency since the last course was offered (10 April 1951), and for those fully-cleared employees GS-5 and above who have entered on duty with the Agency since 1 October 1950 who were either excused from the previous classes or failed to complete the course. (OFC and GSO employees, grades GS-5 and GS-6, who have attended the TRD Staff Indoctrination Course are excepted. Persons in this category may attend if nominated by their Assistant Director.)

b. Office heads may nominate fully cleared employees in Grade GS-4 who have entered on duty since 1 October 1950, provided such employees are assigned to positions requiring general knowledge of Agency organization and operation.

c. Office heads may nominate personnel, grade GS-4 and above, employed prior to 1 October 1950. Selections from this category will be based on available facilities.

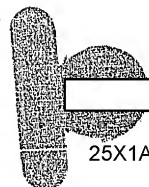
d. Requests for excusing personnel indicated in 2a above from attendance at the third class must be submitted by Office heads to the Director of Training with justification in each case.

e. Office heads will submit to the Director of Training (Room 224 Central Building, Ext. 2761), prior to 1200 hours 5 June 1951, the number of employees to attend from each category 2a through 2c, above.

3. a. No arrangements can be made for those attending the course to park in the vicinity of the Recreation and Service Building.

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b. Special Capital Transit chartered bus service will be provided for those persons whose offices are located in North, Central, South, Administration, "Q", "R", and adjacent buildings. Buses will leave from the "loop" at the north end of "M" Building at 0830 hours on the morning of the 12th, 13th, 14th and 15th of June and will make a return trip to this point each day at noon time.

c. In case of inclement weather only, buses will leave at 0630 hours from Gate 9 in the rear of "K" Building, to take persons located in "L" and "K" buildings to the auditorium. If the weather is still bad at the end of the morning, they will make a return trip to this point.

d. Employees attending the course whose offices are located in other buildings will use the regular shuttle service.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



WALTER REID WOLF  
Deputy Director  
(Administration)

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE  
[REDACTED]

15 May 1951

SUBJECT: Annual Leave

1. Section 1212 of Public Law 759, 81st Congress, approved on 6 September 1950, is quoted below:

"No part of the funds of, or available for expenditure by any corporation or agency included in this Act, including the government of the District of Columbia, shall be available to pay for annual leave accumulated by any civilian officer or employee during the calendar year 1950 and unused at the close of business on June 30, 1951: Provided, That this section shall not apply to officers and employees whose post of duty is outside the continental United States: And provided further, That this section shall not apply with respect to the payment of compensation for accumulated annual leave in the case of officers or employees who leave their civilian positions for the purpose of entering upon active military or naval service in the Armed Forces of the United States."

2. Each employee whose post of duty is within the continental United States at the close of business on 30 June 1951 must use all annual leave accumulated during the calendar year 1950, prior to the close of business on 30 June 1951. If such leave is not taken, it must be forfeited.

3. Each employee affected by the above will be provided an opportunity by his supervisor to take the full amount of leave accrued during the calendar year 1950 prior to 1 July 1951. Leave will be scheduled in such a manner as to permit the continued, efficient conduct of business by each office and staff section of the Agency.

4. Section 1212 does not apply to any employee whose post of duty is outside the continental United States at the close of business on 30 June 1951. Such employees will not be required to forfeit unused leave.

5. Section 1212 does not affect employees who enter upon active service in the Armed Forces before 1 July 1951. Such an employee is entitled to receive a lump-sum payment for his accumulated and current accrued annual leave, or to have such leave remain to his credit, whichever he may elect.

6. These instructions apply only to leave accrued during the calendar year 1950 and do not affect leave accrued prior to 1 January

1950 which may continue to be carried over or used at the option of the individual employee, provided that the maximum total under existing law is not exceeded. The provisions of Section 1212 are restrictive and do not enlarge an employee's rights otherwise established.

7. It is anticipated that a provision similar to Section 1212 will be enacted by the present Congress, providing that all leave accrued during the calendar year 1951 must be used prior to the close of business on 30 June 1952 or forfeited. Each employee will be provided an opportunity by his supervisor to take the full amount of such leave prior to 1 July 1952.

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8. Attention is also invited to paragraph C(5), CIA Regulation  which states Agency policy relative to annual leave.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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WALTER REID WOLF  
Deputy Director  
(Administration)

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE  
[REDACTED]

14 May 1951

SUBJECT: Leave of Absence

1. The following communication has been received from the White House:

"UNITED SPANISH WAR VETERANS

NATIONAL HEADQUARTERS  
P. O. BOX 1915  
40 G STREET, N. E.  
WASHINGTON 13, D. C.

May 3, 1951

Hon. Harry S. Truman,  
The President of the United States,  
Washington, D. C.

Dear Mr. President:

In accordance with our usual custom, we respectfully request that the heads of the various executive departments and independent establishments be advised of the dates of the 53rd National Encampment of the United Spanish War Veterans, which are August 26 to 30 inclusive, 1951, to be held in Grand Rapids, Michigan, and that they be requested to grant the necessary leave of absence to members of our Organization and its affiliated organizations in their employ who wish to attend.

It is also requested that such leave be without prejudice to the records of such employees.

By direction of H. E. Williams, Commander in Chief.

Respectfully yours,

E. E. Carlo,  
Adjutant General

-----  
The above copy of a letter which the President has just received is

[REDACTED]  
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respectfully referred for consideration.

WILLIAM D. HASSETT  
Secretary to the President"

- - - - -

2. It is desired that those employees who are members of the United Spanish War Veterans and who request leave of absence to attend the National Encampment be granted such leave if their services can be spared without serious disruption of normal activities.

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WALTER REID WOLF  
Deputy Director  
(Administration)

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.NOTICE F  
[REDACTED]

25X1A

14 May 1951

SUBJECT: Attendance by CIA Employees at Lectures of the Washington Area Service Schools.

1. Effective Monday 28 May the Director of Training will administer the attendance of CIA personnel at lectures in the various Service Schools of the Washington area.

2. Limited numbers of CIA employees may attend lectures at the schools listed below. Minimum qualifications of nominees are stated for each school:

<u>SERVICE SCHOOL</u>	<u>CLEARANCE</u>	<u>GRADE</u>	<u>ACTIVE-DUTY MILITARY RANK</u>
National War College	TOP SECRET	GS-13	Lt. Colonel - Commander
Industrial College of Armed Forces	TOP SECRET	GS-13	Lt. Colonel - Commander
Strategic Intelligence School	TOP SECRET	GS-7	Captain (USA, USAF) - Lieut. (USN)

3. The basic clearances already established with Service Schools for lecture attendance of CIA employees remain in effect.

4. Office heads nominating CIA personnel for attendance at Service School lectures in the Washington area will indicate the grade or military rank and the type of CIA security clearance for each nominee.

5. Nominees for lecture attendance should be reported to the Office of the Director of Training (Extension 2762 - [REDACTED]), not later than 11:30 A. M. of the day preceding each lecture.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE: [REDACTED]

WALTER REID WOLF  
Deputy Director  
(Administration)

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

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[REDACTED]

9 May 1951

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SUBJECT : Fair Employment Procedure

REFERENCE: CIA Regulation [REDACTED] 1 April 1951

1. Instructions for carrying out the Fair Employment Program under Executive Order 9980 require that procedures adopted by each department for handling complaints and appeals be brought to the attention of all employees.

2. Office heads will ensure that:

(a) All employees under their jurisdiction have read and understand the provisions of CIA Regulation [REDACTED] Fair Employment Procedure.

(b) New employees are required to read this Regulation in its entirety when assigned to their activities.

3. Although it is not intended that each employee be provided with a copy of Regulation [REDACTED] extra copies required for briefing new employees may be obtained by calling the Office of the Advisor for Management, Extension 792.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]

WALTER REID WOLF  
Deputy Director  
(Administration)

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

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NOTICE

19 April 1951

SUBJECT: Attendance at Ceremonies in Honor of General MacArthur

1. All employees whose services can be spared without unduly impairing the operations of the Office concerned may be excused, without charge to annual leave, from 1200 hours to 1600 hours on 19 April 1951 to attend the ceremonies in honor of General MacArthur.

2. Employees not returning to duty at 1600 hours will be charged with annual leave for one hour.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

WALTER REID WOLF  
Deputy Director  
(Administration)

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

NOTICE

30 April 1951

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SUBJECT: Procedure to be Followed on Receipt of Critical Information.

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REFERENCE: CIA [ ] - Watch Policy, Effective 2 April 1951.

1. Pursuant to provisions of paragraph D (3) of reference Regulations, the procedure set forth herein will be followed by the responsible CIA personnel, (including Watch or Duty Officers representing various offices), immediately upon their receipt of information indicating that:

a. There is an outbreak of hostilities.

b. Hostilities are imminent, e.g.

(1) Items suggesting intention to initiate immediate hostilities against the United States or Allied Forces.

(2) Items suggesting imminent outbreak of international or civil hostilities anywhere in the world which could immediately involve the United States or its Allies.

c. Conditions exist which may rapidly develop into an enlargement of the national emergency, endanger national security, or otherwise require urgent executive or military action, e.g.:

(1) Items of transcending political information bearing upon the foreign relations of the United States.

(2) Items containing strategic or tactical information having a determinative effect on current hostilities.

(3) Items concerning significant plans, operations, or unusual movement of troops of USSR or its Satellites.

2. CIA personnel receiving critical information as defined above, will immediately notify, during Agency off-duty hours, the CIA Watch Officer, Room 2028 Que Building, using Extension 2657 for inside calls, or Extension 400 for calls from outside the Agency; and notify, during regular Agency working hours, the OGI Intelligence Duty Officer at his post of duty, Room 2028 Que Building, Extension 3002. OGI may evaluate such information prior to disseminating it in accordance with detailed procedures.

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3. The CIA Watch Officer is responsible for alerting appropriate officials within CIA and in the IAC agencies, if this has not already been done by the CIA office originating the critical information. The IAC officials to be notified by this procedure will normally include:

a. Department of State, Watch Officer, REpublic 5600 or Code 191, Extension 4324 or 4325.

b. Operations Room, Office of Assistant Chief of Staff, G-2, Liberty 5-6700 or Code 131, Extension 73439 or 53178.

c. Department of the Navy, Office of the Director of Naval Intelligence, Liberty 5-6700 or Code 131, Extension 52988.

d. Department of the Air Force, Command Post, HQ. USAF, Liberty 5-6700 or Code 131, Extension 71223 or 73137.

4. This procedure will be incorporated into the CIA correspondence and Procedure [redacted] at a later date.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[redacted]

WALTER REID WOLF  
Deputy Director  
(Administration)

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NOTICE

18 April 1951

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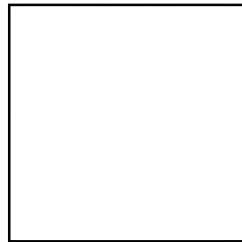
SUBJECT: CIA Patent Board

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RESCISSION: [ ] dated 20 February 1951.

1. The following are named members of the CIA Patent Board:

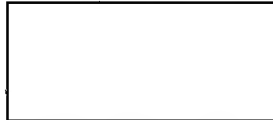
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- Chairman
- Member
- Member
- Member
- Advisory Non-voting Member

2. Individuals employed by this Agency who have made inventions on or after 23 January 1950 and who may make inventions hereafter while employees of this Agency, should submit all pertinent facts to the Chairman of the CIA Patent Board. The Board is charged with responsibility for clarifying the respective rights of the individual concerned and the Government. In so doing the Board will be governed largely by Executive Order 10096, which establishes Federal policy and procedures concerning inventions made by Federal employees, and by Agency security policies.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



WALTER REID WOLF  
Deputy Director  
(Administration)

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

18

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NOTICE

6 April 1951

SUBJECT: Vehicle Parking Information

1. A census is being taken by the Administrative Services Office of CIA employees who use automotive vehicle transportation to and from their place of employment.

2. This census is primarily for the purpose of determining CIA parking requirements.

3. All employees who drive their vehicles to and from work are requested to fill in the form on the lower half of this Notice, then detach and forward to the Chief, Administrative Services, Room 201, North Building, by 16 April 1951.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



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WALTER REID WOLF  
Deputy Director  
(Administration)

-----  
Return to Chief, Administrative Services, Room 201, North Building.

NAME \_\_\_\_\_  
OFFICE \_\_\_\_\_  
LOCATION \_\_\_\_\_  
YEAR AND MAKE OF VEHICLE \_\_\_\_\_  
PLACE OF REGISTRATION \_\_\_\_\_  
LICENSE PLATE NUMBER \_\_\_\_\_

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

NOTICE

4 April 1951

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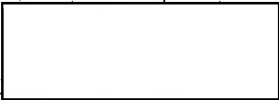
SUBJECT: Staff Studies

1. Problems will be submitted to the Director and his Deputies in conformity with the principle of completed staff work. This principle assumes that the problem and its proposed solution will be sufficiently complete to permit approval or disapproval on the basis of the information contained in the staff study.

2. A staff study is a mechanism for transmitting completed staff work from the originator to the approving officer. Its format should follow that indicated on the attached sheet and its length be limited to one page. Tabbed and indexed supporting papers are attached when applicable. The staff study, as well as all supporting papers, should be brief, clear and devoid of matters not central to the basic problem.

3. Written matter for action and/or signature by or for information of the Director and his Deputies will be submitted in staff study form, except where presentation in memorandum form can be accomplished on one page.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

  
WALTER REID WOLF  
Deputy Director  
(Administration)

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Attachment: Staff Study Format  
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TO:

DATE:

FROM:

SUBJECT: Staff Study Concerning \_\_\_\_\_

I. The Problem

(Brief Statement of the issue to be resolved.)

II. Discussion

(All facts central to the issue, presented  
briefly and keyed to supporting attachments.)

III. Recommendations

\_\_\_\_\_  
Assistant Director or Office Chief

Concurrences:

_____ Signature	_____ Date	_____ Signature	_____ Date
_____ Signature	_____ Date	_____ Signature	_____ Date

Approved: \_\_\_\_\_  
Director or Deputy Director

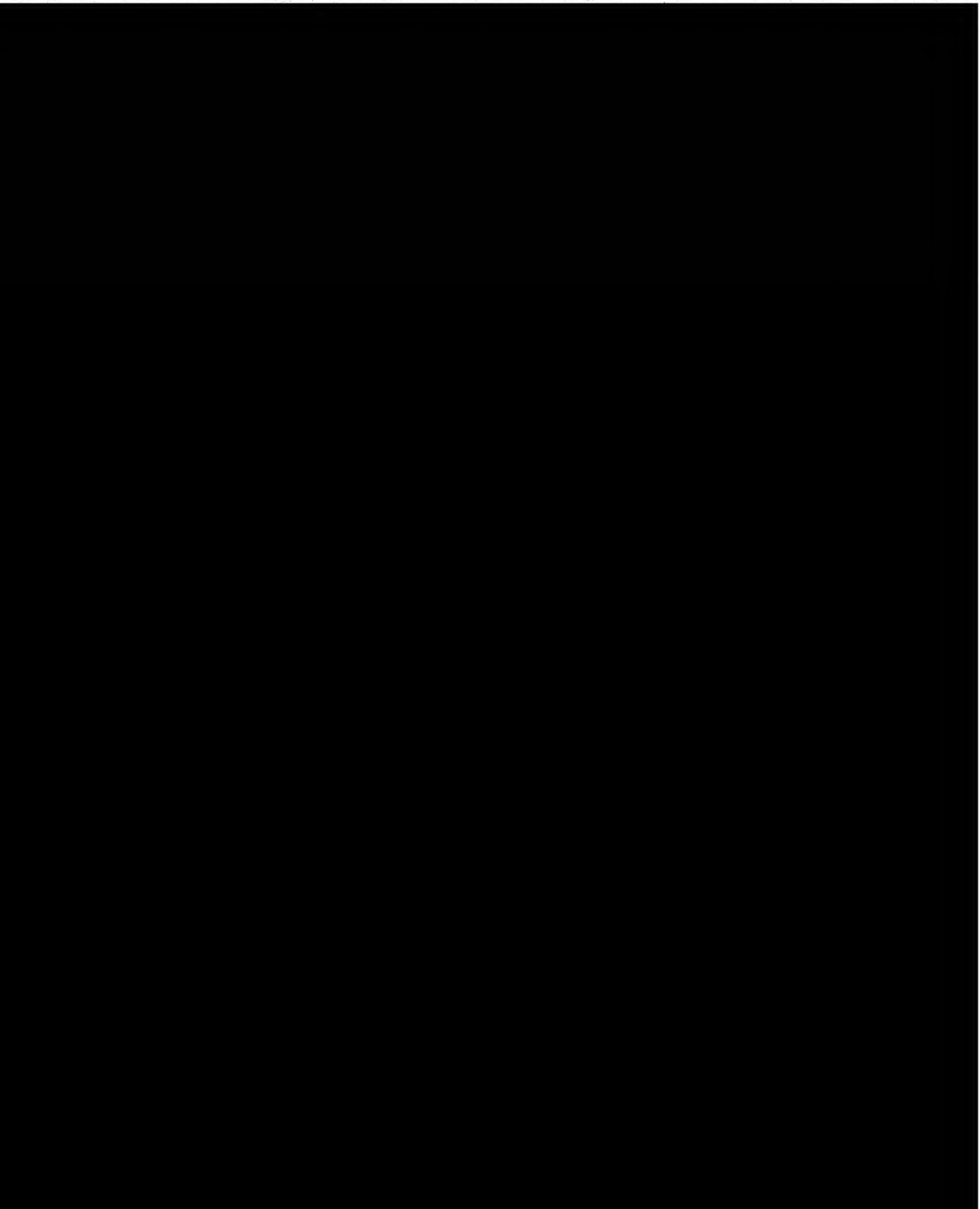
Attachments:

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CIA NOTICES 1951

4 of 4

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

22 March 1951

25X1A

NOTICE

SUBJECT: Russian Language Training

1. Announcement is made of the initiation of a new elementary course of instruction in the Russian language, to supplement existing classes already being taught under the Russian Language Training Program.

2. This course will provide a general introduction to the Russian language, covering all the essential rules of grammar and grammatical tables necessary to give students a practical knowledge of the language. It is primarily designed for CIA employees who have had no previous training in the Russian language but would benefit from knowledge of this language in the performance of their assigned duties.

3. Classes will be held in Room 513A, [REDACTED], from 0830 hours to 1000 hours on Tuesdays and Thursdays, the first class scheduled to meet on 3 April 1951. It is expected that students will make their own arrangements in proceeding to the class meeting place; however, established shuttle bus service will provide return transportation to main CIA areas.

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4. Since it is estimated that a greater number of CIA employees will apply for this training than can be accommodated at this time, quotas will be established for the various offices nominating candidates. It is requested that lists of candidates with names arranged in order of priority as to need for Russian language training be forwarded to the Chief, Personnel Division, not later than 29 March 1951.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]  
MURRAY McCONNEL  
Deputy Director  
(Administration)

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE  
[REDACTED]

16 March 1951

SUBJECT: Leave on Good Friday

The Director desires that all employees who wish to attend religious services on Good Friday, 23 March 1951, be permitted to do so, to the extent commensurate with meeting essential operational requirements. Supervisors will arrange work schedules to permit the maximum number of employees to be absent. Absence during working hours for this purpose will be charged to annual leave.

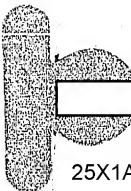
FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]

MURRAY MCCONNELL  
Deputy Director  
(Administration)

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

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NOTICE

27 February 1951

SUBJECT: Transfer of Graphics Section

1. The Graphics Section, formerly attached to the Administrative Services Office, is now a part of the Cartography Branch, Geographic Division, Office of Research and Reports.

2. Requests for the preparation of graphic materials should be directed to the Chief, Cartography Branch, Extension 741, Building No. 11.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

MURRAY McCONNEL  
Deputy Director  
(Administration)

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Washington, D. C.

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NOTICE

27 February 1951

SUBJECT: Administration of Overtime

REFERENCE: Administrative Instruction No. 30-5/6 dated 2 February 1951

1. Pending the publication of Agency Regulation [REDACTED], the following procedures are established for the administration of overtime:

25X1A

a. The payroll office will honor up to eight hours overtime reported for Saturdays, and eight hours on Sundays and holidays, provided the latter is identified as "Staff Duty" on the Time and Attendance Report, without approval on Form No. 32-3.

b. Advance approval is mandatory for all overtime worked during the pay period which is not within the purview of Administrative Instruction No. 30-5/6. This includes work in excess of eight hours per day, Monday through Saturday, and all holiday and Sunday work which is not "Staff Duty". Requests for approval of this category of overtime will continue to be submitted on Form No. 32-3 covering the estimated total hours anticipated during a pay-period interval, or upon individual requests where necessary. Detailed justification must be supplied but the listing of individual names and grades on Form No. 32-3 is not required.

2. Agency officials are reminded that overtime must be kept to a minimum consistent with Agency policy.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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[REDACTED]  
MURRAY McCONNEL  
Deputy Director  
(Administration)

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

NOTICE

19 February 1951

25X1A

SUBJECT: Mailing of Checks to Banks

1. It is proposed in the near future to institute a system for mailing checks to the employee's bank, if he so desires, through properly executed Power of Attorney. This would eliminate the necessity for signing the check and should result in saving of time spent in going to and from the bank on pay days.

2. In order to ascertain the desirability of such a system employees are requested to indicate on the lower half of this Notice their preference. Administrative Officers at the Office level are requested to collect the completed forms and compile the results. These results should be forwarded to the Management Analysis Office, Room 1.19, Central Building, no later than 5 March 1951.

3. After results from this questionnaire have been analyzed you will be advised as to when and if the above system is initiated.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

MURRAY McCONNEL  
Deputy Director  
(Administration)

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☐ I would prefer to have my salary check delivered as heretofore.

☐ I would prefer to have my salary check mailed directly to my bank through Power of Attorney system.

Name

Office

Division

Branch

25X1A

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE

20 February 1951

SUBJECT: Inventions by Employees of CIA

1. Individuals employed by this Agency who have made inventions on or after 23 January 1950 and who may make inventions hereafter while employees of this Agency, should consult the General Counsel's Office in order to clarify the respective rights of the individual and the Government.

2. Executive Order 10096 establishes a basic Government policy for inventions made by Government employees and prescribes procedures for determination of ownership. In addition to the provisions of this Order, Agency security policies must be considered. The General Counsel's Office will provide advice and guidance.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]  
HARRY McCOMB  
Deputy Director  
(Administration)

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

NOTICE

6 February 1951

25X1A

SUBJECT: Motor Vehicle Transportation.

1. In the near future, two-way radio equipment will be installed in CIA motor pool automobiles in an effort to alleviate to the extent possible the currently acute motor vehicle transportation problem.

2. It will not be possible for at least several months to increase the number of cars available for motor pool transportation purposes. In fact, the number of cars now available for this purpose may have to be further curtailed.

3. The following suggestions are made to assist in further relieving the motor vehicle transportation problem:

a. Officials and Offices having assigned cars and chauffeurs should make them available for general use within their Offices to the fullest practicable extent.

b. Except in cases of emergency, a minimum of thirty minutes advance notice of need for motor pool transportation should be given to the dispatcher.

c. The CIA dispatcher is authorized to route vehicles for the purpose of group riding, picking up and dropping passengers between furthestest trip destination points. The cooperation of employees in using group service should be encouraged.

d. Except in cases of emergency, pool service should not be requested between buildings served by shuttle service.

e. Pool cars should not be kept waiting for periods in excess of fifteen (15) minutes unless prior arrangements have been made with the dispatcher and, then, not to exceed thirty (30) minutes.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

MURRAY McCONNEL  
Deputy Director  
(Administration)

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE  
[REDACTED]

27 January 1951

SUBJECT: Voluntary Contributions

1. At the present time, various national and local organizations are making direct appeals to the people throughout the Government for financial support in carrying out their programs of safeguarding and improving the lives of thousands of men, women, and children in this and other communities throughout the nation.

2. Past experience has shown that these services have been most effective in providing social and recreational services, insurance against privation and juvenile delinquency, as well as sickness and accident prevention.

3. In order that you will have sufficient information concerning the objectives of these organizations, and the types of service rendered the community, the following information is provided:

a. The Metropolitan Police Boys' Club is a community organization which conducts a membership drive yearly to finance seven boys' clubs and summer camps for less fortunate youngsters of Washington. The money obtained from these campaigns makes it possible for more than 17,000 boys to participate in clean recreational activities and to become strong American citizens. To finance this worthy cause, the campaign committee has set for its 1951 goal, a total of 150,000 memberships. Various types of memberships are available to the public with dues ranging from one dollar to one hundred dollars annually. The campaign started 15 January and will continue through the latter part of February.

b. The Arthritis and Rheumatism Foundation drive for money to fight rheumatic diseases is one of the newer campaigns, but when it is realized that arthritic sufferers outnumber all victims of cancer, diabetes, heart disease, and tuberculosis combined, the need for funds is self-evident.

The Foundation's Washington goal for 1951 is 30,000 dollars to be used for vastly expanded research, hospital beds and clinics, nation-wide public education to halt the progress of the disease, and retraining and rehabilitation for nearly a million permanently disabled arthritis victims.

The campaign began 15 January and continues through 15 February.

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25X1A

c. The National Symphony Orchestra Association was incorporated in December 1931, under the laws of the District of Columbia, as a musical, educational and non-profit organization.

Annual Membership in the Association is composed of those who contribute 25 dollars or more to the Sustaining Fund Drive. A contribution of 10 dollars entitles the contributor to an Associate Membership. It is felt that all serious music lovers will want to contribute in order that the National Symphony Orchestra can continue to grow and improve as it has shown itself capable of doing in recent years.

d. The Crippled Children's Society Drive is a national organization devoted to the cause of caring for afflicted children and equipping them for later life.

e. The March of Dimes is a well known cause; its goal is to stop the spread of infantile paralysis and provide treatment and rehabilitation for those now afflicted. The campaign began 15 January and will continue through 31 January.

f. The American Red Cross is a national organization which maintains relations with 67 other Red Cross societies throughout the world. It serves the armed forces abroad and at home. It functions as the national relief agency when disaster strikes. It promotes health and safety through its first aid and accident prevention, nursing, and national blood programs.

g. The American Cancer Society is a national organization established to conduct research, promote education, and furnish surveys to find the cause and cure of cancer, to educate the people to see their doctors upon the first danger signals of the disease, and to promote in general such authentic and approved projects as will help bring cancer under control.

The goal of the campaign is to obtain a contribution of one dollar from each Government employee. Sixty per cent of each dollar contributed will remain in this community to promote the study of cancer control, twenty-five per cent will be used for research, and fifteen per cent will be devoted to educational and administrative work.

4. Although it is appreciated that the personnel of this Agency have responded time and time again to these various causes, it is believed that the worth of the current campaigns is clearly evident. It is therefore urged that everyone contribute according to his own financial situation. Keyworkers in each Division will be available to receive voluntary contributions for the above-named causes. Contributions to these charitable organizations may be counted as allowable deductions on next year's income tax returns.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE: A

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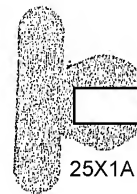
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MURRAY MCCONNEL  
Deputy Director  
(Administration)

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.



NOTICE

17 January 1951

25X1A

SUBJECT: Parking

1. Unauthorized parking in official CIA parking spaces has become an acute problem. Personnel who have not been assigned parking spaces should not park in CIA parking spaces during Monday through Saturday.

2. The quadrangle in front of the Administration Building is reserved for visitors to the Administration Building area. Parking spaces in this area should not be used for any other purpose.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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MURRAY MCCONNEL  
Deputy Director  
(Administration)

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

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NOTICE  
[redacted]

5 January 1951

SUBJECT: Rescission of CIA Notices

1. All previously published CIA Notices are hereby rescinded and will be destroyed in accordance with security regulations.

2. Information originally published in CIA Notices, and which continues to be effective, will be issued in the form of Agency Regulations.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[redacted]

25X1A

MURRAY McCONNEL  
Deputy Director  
(Administration)

Distribution: No. 3

RESTRICTED

19 December 1951

TO: All Personnel of CIA

You have my sincere good wishes for a Merry Christmas and a Happy, Successful New Year. Your loyal service is making possible our Agency's attainments. I am very grateful for your assistance and support.



WALTER B. SMITH  
Director

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